



**Job Title:** Executive Director of Mission Advancement  
**Reports to:** Vicar General/Moderator of the Curia  
**Responsible For:** The Bishop's Annual Appeal, Capital Campaigns, Endowment Funding, Planned Giving, Donor Relations, Stewardship, Diocesan Schools Development  
**Position Status:** Regular Full-Time Exempt  
**Office Location:** 2121 Harrison Avenue, Suite 100  
Oakland, CA 94612

## QUALIFICATIONS:

The Executive Director of Mission Advancement is the chief advancement officer of the Diocese of Oakland. This individual must be a catalytic force in Diocesan fundraising and is charged with growing annual, major and planned gift outcomes. The successful candidate will have a track record of success, display dynamic experience in building and motivating advancement teams, possess demonstrably strong interpersonal skills in working with Diocesan leaders such as the Bishop and his leadership team, Board members, Clergy and vowed religious, and leadership donors and volunteers. Demonstrate a visible commitment to the Catholic faith and its practice as a Catholic in good standing along with a thorough understanding of the Catholic theology of stewardship. The office of Mission Advancement is a new department.

## JOB RESPONSIBILITIES:

### Mission Advancement

- ◆ Design a comprehensive Fund Development Plan; implement and manage all fundraising activities including but not limited to: the Bishop's appeal, other annual

giving and direct mail efforts, major and planned giving, endowment and capital campaigns, special projects, and event support.

- ◆ Manage all strategies and activities for donor cultivation, solicitation and relations, including prospect research and major gift solicitations.
- ◆ Maintain a major/planned gift portfolio of at least 100 prospects.
- ◆ Develop a comprehensive and dynamic major and planned giving program in cooperation with all other Diocesan/Parish development officers, both under and not under the Executive Director's supervision.
- ◆ Build, inspire, evaluate and motivate Mission Advancement staff.
- ◆ Manage the office of Mission Advancement, marketing and communications.

### **Serve as a Resource**

- ◆ Advise the Bishop, the Vicar General, and appropriate advisory boards on all issues related to development.
- ◆ Provide guidance and counsel on issues regarding Mission Advancement to all Diocesan offices, schools and parishes; help identify avenues of support for programs, ministries and services.
- ◆ Coach and mentor development staff.
- ◆ Serve as a member of the Bishop's Administrative Council (BAC).

### **Office Infrastructure:**

- ◆ Oversee office systems to support all fundraising projects, operations and staff.
- ◆ Supervises donor and gift record-keeping; pledge redemptions, and a gift acknowledgement program.
- ◆ Oversees management of databases, and all records and files related to gift processing.
- ◆ Coordinates all advancement-related research activities.
- ◆ Assures that raised funds are properly accounted for and utilized according to donor wishes.

### **REQUIREMENTS:**

- ◆ A visible commitment to the Catholic faith and its practice as a Catholic in good standing along with a thorough understanding of the Catholic theology of stewardship.
- ◆ A minimum of ten years of progressively responsible and successful professional fundraising and five years management experience at the executive level in the not-for-profit sector is required with experience in Catholic organizations.
- ◆ Stewardship experience in Catholic organizations.
- ◆ Clear evidence of successful program building with annual, major gift and planned gift programs.
- ◆ Experience in creating and successfully executing strategic fundraising plans.
- ◆ An ability to work collaboratively and a commitment to personal responsibility, accountable performance, and impressive team outcomes.
- ◆ Successful management of fund raising teams.
- ◆ An ability to balance multiple priorities.
- ◆ A clear ability to successfully interface with Church leadership, Board members, other volunteers, colleagues, staff and donors.
- ◆ Excellent verbal and written communication skills.

- ◆ Evidence of growth through fund raising education is desired. CFRE certification will also be a plus.

Salary and Benefits: commensurate with experience – negotiable.  
Submit resume and cover letter to:

**Search Committee**  
**Executive Director of Mission Advancement**  
**The Diocese of Oakland**  
**c/o Gonser Gerber LLP**  
**400 E. Diehl Road, Suite 380**  
**Naperville, IL 60563-1313**  
**Mr. Sal Polizzotto, Partner**  
[spolizzotto@gonsergerber.com](mailto:spolizzotto@gonsergerber.com)  
**Mr. Robert Driver**  
[rdriver@gonsergerber.com](mailto:rdriver@gonsergerber.com)

For more information about the The Diocese of Oakland, please visit our website at [www.oakdiocese.org](http://www.oakdiocese.org).