



Director of Donor Engagement (Major Gifts Officer)

Mission Statement: Catholic Charities of Dallas is a faith-based social services agency focused on improving the quality of life for people in need. We are the first responders to our community's most vulnerable, helping those in crisis move towards a better life.

Job Summary: This position reports to the Chief Development Officer and is primarily responsible for building and cultivating relationships that ultimately result in substantial financial gifts to CCD.

Essential Duties and Responsibilities:

- Manage and grow a portfolio of 120–150 major donor prospects, with an emphasis on cultivating, soliciting, and stewarding five and six-figure gifts and multi-year commitments
- Create and implement strategies to retain existing donors and re-engage lapsed donors
- Secure one-on-one, in-person donor meetings to establish or strengthen donor relationships and explore avenues for both near-term support and future legacy giving
- Steward major donors through ongoing communication and correspondence, impact reporting, tailored recognition, and long-term relationship management
- Identify, research, and cultivate new prospects, arranging meetings and networking opportunities
- Assist with development-related projects, events, and initiatives as needed
- Thoroughly use Raisers Edge/NXT database for donor/prospect moves management identification, cultivation, follow-up, and solicitation efforts
- Meet or exceed individual annual fundraising goal
- Help the team achieve CCD's annual fundraising goal
- Communicate, support, and live out the Mission, Values, and Vision of CCD

Education and Training:

- 3-5+ years of experience in frontline, nonprofit fundraising, with a proven track record of securing five and six-figure gifts
- Bachelor's degree required
- CFRE or another fundraising certificate a plus

Knowledge, Skills, and Abilities:

- Must be a self-motivated professional with a proven success record in fundraising
- Must have an entrepreneurial, proactive attitude towards prospecting and growing a major gifts portfolio
- Must possess a strong work ethic, have confidence, take initiative, and be an enthusiastic team player
- Ability and willingness to travel in the interest of donor cultivation and stewardship, as needed
- Excellent verbal and interpersonal skills for building lasting donor relationships
- Must be able to represent CCD independently to potential donors and make compelling asks, when appropriate
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously, meet deadlines and produce high quality results quickly
- Experience with setting ambitious goals and achieving results
- Computer literate and experience with MS Office suite of products; donor database applications, preferably Raiser's Edge; internet applications
- Adherence to applicable professional and agency Codes of Ethics

Other Requirements:

- This position requires a criminal background check.

This is a full-time, exempt position with benefits. Salary commensurate with experience.

How to Apply:

To be considered for this position, please send a cover letter and resume to Kelly Noonan, Chief Development Officer, at knoonan@ccdallas.org. In your cover letter, please share why you feel called to advance the mission of Catholic Charities Dallas and how your experience has equipped you for this role. We welcome your interest and look forward to learning more about you.