



13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

**Position Title:** Philanthropy Officer

**FLSA Status:** Exempt (Full-Time)

**Reports to:** Vice President of Philanthropy & Operations

**Background:**

The Orange Catholic Foundation serves the Roman Catholic community of Orange County through philanthropy and stewarding funds to protect and support ministries which further our beliefs and values in loving service to God. The Foundation's vision is: Relying on the Holy Spirit, the Orange Catholic Foundation is the vibrant center of philanthropy for the Roman Catholic community of Orange County, helping to sustain and enhance the faith life of all those it serves.

The Orange Catholic Foundation is an Independent 501(c)(3) corporation that was formed in Orange County to serve the Catholic community. The Foundation helps support individuals, families, corporations, and family foundations with their charitable giving. OCF plans and conducts major fundraising programs and events, including the annual Conference on Business & Ethics, Estate Planning Seminars, an annual gala and other special fundraising events. The Foundation manages endowments and other charitable long-term funds, providing grants, always following donor intent, in support of our Catholic community.

**Summary /Objective:**

Orange Catholic Foundation seeks a passionate and dynamic nonprofit professional, who will work with a portfolio of prospects to meet the annual fundraising goals to benefit the Diocese, Parishes, Schools and Ministries as part of OCF's Philanthropy team. Working closely with the Executive Director and VP of Philanthropy & Operations, the Philanthropy Officer is responsible for the identification, qualification, cultivation, solicitation and stewardship of donors capable of giving gifts of \$10,000 or more.

**Essential Function:**

- Foster a culture of philanthropy and ensure that fundraising efforts are executed in alignment with the organization's values, vision and mission.
- Serve as the chief relationship person representing OCF to both internal and external constituencies in South County.
- Identify philanthropic interests of both current major donors and prospects using Moves Management strategies to provide donors with an outstanding experience of their time, advocacy and financial support.
- Identify, cultivate, and solicit a diverse base of high-net-worth individual donors with the capacity to make six or seven-figure donations.
- Maintain a personal portfolio of 100+ prospects
- Conduct 20 personal visits a week (48 weeks x 20 weekly visits = 960 visits a year) with existing or potential donors.
- Capable of achieving an annual fundraising goal of \$2M+ within 2 years of employment.

- Assist with identifying opportunities for increased giving capacity and developing multi-faced solicitation plans for existing and new prospects and donors.
- Assist in the creation and completion of content for proposals, solicitation letters, and donor correspondence.
- Assist with the develop and implement a stewardship program aimed at cultivating deeper ties with donors.
- Track and report regular progress against strategic goals, including donor engagement and stewardship touch points, revenue and pipeline management details.
- Maintain a working knowledge of best practices and significant developments and trends in philanthropy and adapt fundraising strategies as necessary.
- Other duties and responsibilities as assigned; assist with day-to-day needs of the Foundation.

### **Supervisory Responsibility:**

This position has no direct supervisory responsibilities.

### **Education/Experience/Skills:**

- An active practicing Catholic with a passion for the OCF and Diocese of Orange mission.
- A minimum of ten years of progressive experience in nonprofit fund development or profit/non-profit sales, with a proven success in working with high net worth individuals.
- A demonstrated track record of business management and operations leadership, implementing development processes and systems to measure activity and accountability.
- A strategic approach to development, with a track record of cultivating and managing major gift and annual fund donors.
- A strong interpersonal and communication skill set and demonstrated ability to work effectively with, and gain the respect and support of, varied and changing constituencies including staff, Board members, potential donors, volunteers, and others.
- A track record as an effective communicator skilled at writing and speaking; adept at writing proposals, solicitation letters, donor correspondence, and other types of materials to enhance fundraising.
- Ability to work both independently without close oversight, but also a team player who will productively engage others at varying levels of seniority within and outside the Foundation.
- A creative thinker with an ability to develop strategies into action plans.
- Connected to, and aware of, high-net-worth community in South Orange County.
- Knowledge of fundraising, budget development, administration, staff and volunteer management and Catholic Church infrastructure.
- A minimum of a bachelor's degree required. Master's degree, fundraising or planned giving certifications preferred.
- Computer skills preferred include MS Word, Excel, PowerPoint and Outlook.
- CRM experience with Raiser's Edge preferred but not required.
- The ability to be flexible in a complex and changing business environment.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

**Position Type/Expected Hours of Work/Compensation:**

This is a full-time position with a bi-weekly rate of \$3,076.93-\$4,807.70, depending on qualifications and experience. Days and hours of work are Monday through Friday, 8:30 a.m. to 5:00 p.m. Evening and weekend work may be required as job duties demand.

If you have the skills, experience and want to help advance the mission of the Orange Catholic Foundation, we'd like to speak with you. Please send your cover letter and resume to Roxanna Payton at [RPayton@OrangeCatholicFoundation.org](mailto:RPayton@OrangeCatholicFoundation.org).