



13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

**Position Title:** Engagement Specialist  
**FLSA Status:** Exempt (Full-Time)  
**Reports to:** Chief Engagement Officer

### **About Us**

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 Foundations 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 (OCF) 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 CBE, educational seminars 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**

The Engagement Specialist will advance the Catholic faith through personal relationships and development with inspiring, value-driven professionals through the annual Conference on Business & Ethics (CBE) and it's expansion via the Catholic Professional Network and Sponsors. We are looking for a passionate, self-driven, action-oriented visionary who desires to transform the Church through the use of charitable giving strategies by building authentic, win-win relationships among leading industry experts and organizations. Given the nature of this work, it is imperative that this leader be an active, practicing Catholic.

### **Essential Function**

Because all OCF employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

- Provides strategy and leadership to develop meaningful opportunities for volunteerism, service, personal and professional development, and events that enhance loyalty, dedication, and support for the Catholic Church.
- Expand and elevate the Conference on Business & Ethics so it engages more people and businesses.
- Foster deeper and wider relationships with Catholic industry leaders eager to share their faith and expertise through thoughtful and strategic forums.
- Serve as the resource center of Catholic industry leaders including but not limited to: CPAs, Attorneys, Financial & Wealth Planners, Real Estate brokers and experts.
- Implement strategies to grow and strengthen community and business relations.
- Identify, cultivate, solicit and steward partners for the securement of at least \$1,100,000 annually in CBE revenue where at least 25% is for unrestricted use.
- Serve as primary lead on stewardship initiatives including but not limited to: thank you calls, celebrating life events like birthday, anniversary, etc.

- Contribute to the overall effectiveness of Orange Catholic Foundation by completing all other tasks as assigned

**Supervisory Responsibility**

This position has no direct supervisory responsibilities.

**Education/Experience/Skills:**

- Practicing Catholic with a strong understanding of Catholic Church ethics, traditions, procedures and organizational structures.
- Bachelor's degree with 5+ years in fundraising, hospitality, board development, volunteer or membership recruitment.
- Experience successfully growing or building membership, volunteer base or boards.
- Facilitates vibrant exchanges of ideas in an environment of open communication.
- Makes clear and convincing presentations to individuals or groups using correct verbiage appropriate to the topic and audience.
- Ability to deal discreetly with donors, staff, and sensitive and confidential information is essential.
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside OCF.
- Proficiency in MS Office applications and Outlook. Knowledge of Raiser’s Edge Event Module preferred.
- Availability to work nights and weekends as needed.

**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 of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Physical Requirements/Work Environment**

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

**WORK ENVIRONMENT:**

<b>Typical Working Conditions:</b>	Office environment
<b>Equipment Used:</b>	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, paper shredder and laptop
<b>Essential Physical Tasks:</b>	Ability to communicate, remain stationary for extended periods of time, movement around office, stand and walk occasionally, reach with hands and arms, use hands to manipulate office equipment, bend, twist, occasionally lift and carry materials as needed weighing up to 30 lbs. have good vision for extended use of computer screen.

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

The full-time position offers a bi-weekly rate of \$2,692.31- \$3,461.54, plus benefits, with a schedule of Monday through Friday, 8:30 a.m. to 5:00 p.m. Evening and weekend work will be required as job duties demand.

If you have the skills and experience to help advance the mission of the Orange Catholic Foundation, please send your cover letter, resume and application to Roxanna Payton at [rpayton@OrangeCatholicFoundation.org](mailto:rpayton@OrangeCatholicFoundation.org) . Please note, all three items must be submitted to be considered for the position.