

# **Philadelphia Development Director**

## **Job Description**

### **Position Purpose and Summary:**

Be a part of a mission and organization that is truly changing the culture with God's grace! Christ in the City is cultivating a culture where all people, especially the poor, are Known, Loved, and Served. Join our fast-growing team and mission in Philadelphia. Be on the front lines of encountering the poor, forming young adults, and inviting donors to a transformational relationship with God through Christ in the City. Truly be a part of the mission through community with missionaries and staff, regular service opportunities with the poor, daily opportunities for Mass and prayer (with a chapel in the office!), and networking with other apostolates and leaders in the Church.

The Philadelphia Development Director is responsible for engaging donors and potential donors into the mission of Christ in the City in the Philadelphia area. They are a key team member in ensuring Christ in the City reaches its fundraising goals in such a way that donors and supporters encounter Christ in the mission to know, love, and serve the poor. They will help connect donors to the mission in real and transformational ways through outreach, cultivation, solicitation, stewardship, events, and communications. This is a dynamic role that will work closely with the Senior Development Director to build upon the current donor base and address the growing development needs of Christ in the City in Philadelphia.

### **Essential Duties and Responsibilities:**

- Work with the Senior Development Director to align efforts and set goals.
- Cultivate relationships with current donors, new major donors, event sponsors, and grant funders through communications and in-person meetings.
- Make direct, face-to-face solicitations.
- Lead, manage, and execute all fundraising and donor appreciation initiatives for CITC Philadelphia.
- Event Oversight: Provide guidance and ensure the successful execution of donor-related events, including the Encounter Fundraiser (Spring), donor appreciation event (Summer), and other key gatherings, in collaboration with the Development Manager and Philadelphia team.
- Maintain and grow monthly giving communities, including yearly campaigns and regular communications.
- Manage systems and software in place to track and cultivate donors and prospects, including our donor database and wealth screening tools.
- Manage the budget for the Development Department in Philadelphia
- Create and implement Moves Management plans for major gifts

- Collaborate regularly with the Philadelphia Program Director, the Outreach Coordinator, and other Christ in the City staff to serve the development needs of the organization and grow the mission.

### **Specific Skills Required:**

- Bachelor's degree with 2-5 years experience in development; experience in a Catholic environment a plus.
- "Self Starter" who executes responsibilities with minimal supervision.
- Excellent organizational and time-management skills, able to manage multiple projects and prioritize responsibilities.
- Highly collaborative and team-oriented while also having the ability to take initiative and work independently
- Passion for and ability to articulate the mission of Christ in the City
- Appreciation for CITC's mission of forming young Catholic adults and serving the poor.
- Understanding of fundraising as ministry
- Ability to adapt and respond to various situations
- Excellent interpersonal and communication skills
- Excellent customer service skills and professional demeanor.
- Ability to travel within the US
- Special events and other projects may require evening and/or weekend work
- Proficient in Microsoft Office applications, Google Workplace, and general computer skills to learn how to use Christ in the City's CRM platform.

Christ in the City seeks applicants who demonstrate a deep knowledge and love for the social and moral teachings of the Catholic Church and manifest those qualities by both their ability to articulate those teachings clearly, and by living their lives faithfully and fully in line with the Magisterium of the Catholic Church and its doctrines, morals, and official teachings.

**Time:** Full-time, Exempt, 40 hours per week

**Location:** In-person position based in the Philadelphia area

**Reports to:** Senior Development Director

**Benefits** include medical, vision, and dental insurance, retirement fund, paid-time off, and various other benefits specific to Christ in the City.

**Salary:** \$100,000

To apply for this position, please:

- 1) Email your resume and a cover letter to [jobs@christinthecity.org](mailto:jobs@christinthecity.org)
- 2) In the body of the e-mail, share how you heard about this position