

**Catholic Community Foundation of Santa Clara County  
Parish and Planned Giving Program Manager  
Job Description**

**About Us:** We are a faith based community foundation, working to develop endowed funds to support the outreach and ministries of the Catholic community. We are “small but mighty,” in start-up mode as we build our business. We are passionate about increasing Catholic philanthropy in support of our ministries and the people they serve. We are committed to our vision, and also to having fun as we work to implement that vision. We are an independent 501c3 organization, separate from the Diocese of San Jose.

**Position Objective:** To manage development and functions in support of the mission of The Catholic Community Foundation, particularly with parish endowments and parish planned giving.

**Location:** San Jose

**Essential Job Duties & Responsibilities:**

- Develop appropriate relationships with parishes and pastors, with a goal of implementing endowment and planned giving programs within all of the parishes of the Diocese of San Jose.
- Work effectively with donors in support of their parishes and other Catholic organizations.
- Develop and implement novel planned giving programs to grow endowments, and overall planned gifts to Catholic organizations.
- Support board and committee members as necessary in outreach and development efforts.
- Provide timely customer service to all constituents of the Foundation
- Lead the development, implementation, measurement and evaluation of a marketing feedback mechanism to ensure objectives are reached; adjust strategies and tactics as necessary to ensure continued success.

**Position Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or experience required to perform this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A minimum of a bachelor’s degree; graduate degree preferred
- Catholic, with an understanding of Catholic stewardship and philanthropy and a desire to serve and assist others
- Strong interpersonal skills, with an ability to work with all stakeholders (donors, clergy, staff, board, etc.)
- Excellent written and oral communication skills, including ability to effectively communicate with all constituents
- Comfort and experience with asking for financial support of a mission
- Ability to maintain confidentiality

- Proficiency with Microsoft Office applications including Word, Excel, and Outlook; database experience/knowledge preferred, including Raiser's Edge
- Flexibility in adapting to changing needs and multiple assignments
- The ability to work with others in a collaborative team environment or independently
- The ability to apply common sense understanding to everyday situations, prioritize assignments, and carry out detailed written or oral instructions
- Ability to work nights and weekends (occasionally)
- The ability to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Preference will be given to qualified candidates who also have the following:

- Understanding of the parish structure and programs/process within the Diocese of San Jose
- Experience in the development office of a philanthropic organization
- Planned giving experience
- Experience working at a Foundation
- Experience working with legal agreements and or legal educational background
- Ability (and flexibility) to thrive in a small office
- Passion, enthusiasm, focus, creativity, humor and positive outlook

**Position reports to:** Executive Director

**Working environment:** The Catholic Community Foundation of Santa Clara County is an equal opportunity employer. This is a forty-hour per week exempt position in a small but growing office. The hours for this position vary and do occasionally require evening and weekend work. The Catholic Community Foundation is a smoke-free facility.

**Competitive salary and benefits**

**Submit to:** [info@cfoscc.org](mailto:info@cfoscc.org)

**Learn more about us:** [www.cfoscc.org](http://www.cfoscc.org)