

**Catholic Community Foundation of Santa Clara County
Development and Marketing 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 marketing functions in support of the mission of The Catholic Community Foundation.

Location: San Jose

Essential Job Duties & Responsibilities:

- Raise visibility for our work through effective marketing communications programs: develop plans by audience, message and media.
- Work with the Executive Director to design and implement annual and multi-year donation and fund development goals, and plans to achieve them.
- Work effectively with donors on all aspects of their relationship with the Foundation.
- Manage all events, from small receptions to our upcoming gala.
- Develop and manage a specific program targeted at raising awareness in the financial advisor community about our work and its value to their clients.
- Ensure our web presence (website, facebook page etc.) is relevant, compelling and current.
- Support board and committee members as necessary in outreach and development efforts
- Provide timely customer service to all constituents of the Foundation
- Develop appropriate relationships with parishes and pastors
- 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
- Marketing communications experience, preferably at a non-profit
- 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 Access and 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
- Proficiency with website management (e.g. wordpress)
- Experience working at a Foundation
- Experience working with legal agreements
- 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

Learn more about us: www.cfoscc.org