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530-241-4081

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| Job Title: | Development Officer | Job Category: | Manager/Director |
| Department/ Group: | Mission Advancement; Program Development | Travel Required: | Travel Required |
| Location: | Vallejo, CA & Woodland, CA | Reports To: | Executive Director |
| Position Type: | Position Type: Full Time | Salary | Commensurate with experience |

Catholic Charities of Yolo-Solano (hereinafter “CCYS”) provides supportive services to low-income individuals and families in the counties of Yolo and Solano. We are seeking an organized, self-motivated individual to implement, coordinate and manage the Mission Advancement Office to support the mission, values and vision of CCYS. Expanding the philanthropy to meet the needs of this agency is a priority.

Background

The Development Officer is responsible for the implementation, coordination, and support of mission advancement strategy that will support Catholic Charities of Yolo-Solano in partnership with key constituents that include donors, community partners, parishes, staff, volunteers, corporations and foundations, governmental agencies, and the general public.

Education/Experience

- Minimum of a Bachelor’s Degree in public relations, business, communications, public administration or other applicable field. Master’s Degree in Philanthropy (or related field) and/or CFRE (Certified Fund-Raising Executive) preferred.
- Three-five (3-5) years of experience in philanthropy and fundraising, with a demonstrated progression of responsibility and results is required.

Qualities/Skills

- Research, identify and cultivate new funding sources to meet annual and long-term fundraising goals with an emphasis on building personal relationships for the organization through annual giving and major gifts
- Create strategies and techniques for use in cultivation, solicitation and stewardship of donors
- Craft effective communications plan in support of annual development plan as well as design, oversee production of donor communication vehicles – newsletter, website content, social media platforms

- Possess the ability to recur
- it and inspire volunteer leadership in service to Catholic Charities Yolo-Solano
- Oversees the management of databases and all records, files, and gift processing
- Act as liaison to the Advancement Committee of the Board in creating direction and providing regular progress reports.
- Demonstrate a creative and intellectual approach to problem solving.
- Be able to hold self and others accountable for outcomes; prioritize, manage multiple tasks and meet deadlines. High degree of professionalism and an ability to interact with a variety of individuals to significantly increase the visibility of CCYS.
- Demonstrate high ethical standards and a personal commitment to the work of the Catholic Church.

Applicants must submit resume, cover letter, Diocese of Sacramento Pre-Employment Applications (found here: [Pre-Employment Applications](#) which should include three professional references) to Jimmy Lago at jim@ccyoso.org by October 10, 2018 for consideration. No phone calls please.