Director of Major Gifts, Catholic Arts Council (full-time)
The Benjamin T. Rome School of Music
The School of Arts and Sciences-Drama Department
Position 101758

As the national university of the Catholic Church in the United States, founded and sponsored by the bishops of the country with the approval of the Holy See, The Catholic University of America is committed to being a comprehensive Catholic and American institution of higher learning, faithful to the teachings of Jesus Christ as handed on by the Church. Dedicated to advancing the dialogue between faith and reason, The Catholic University of America seeks to discover and impart the truth through excellence in teaching and research, all in service to the Church, the nation and the world.

Established initially as a graduate research institution, the University began offering undergraduate education in 1904 and today is home to 12 schools and 21 research facilities. Catholic University is the only American university established by papal charter, and the only American university with ecclesiastical faculties granting canonical degrees in three disciplines—theology, philosophy, and canon law. Today the private and coeducational campus has approximately 3,694 undergraduate and 3,144 graduate students from all 50 states and 86 countries. The University aspires to significantly increase its undergraduate student enrollment over the next five years to 4,500 students.

Join a new Vice President for Advancement as he builds a dynamic team at The Catholic University of America in preparation for a University-wide campaign. Entrepreneurial and experienced advancement leaders are sought to establish a comprehensive school-based advancement program. The Director of Major Gifts focused on the Catholic Arts Council and programs of the Benjamin T. Rome School of Music and the School of Arts and Sciences will join dedicated offices in the Schools of Law, Business, Engineering, NCSSS, TRS, and Architecture in this effort. This director will serve on the leadership team of the advancement office and will collaborate with all offices within the division of University Advancement to meet the fundraising objectives of the University and its Schools. This is a dynamic opportunity to build an advancement program at one of the region’s leading arts institutions.

The Benjamin T. Rome School of Music

The Benjamin T. Rome School of Music is considered the preeminent center for music study and performance in Catholic higher education in the US and internationally recognized for its various degree programs. In 2015, the School celebrated its 50th Anniversary with a year-long series of performances not only on campus but elsewhere in Washington, DC, Virginia and Maryland. The anniversary was highlighted by a sold out performance in the Kennedy Center Concert Hall featuring some 300 students, faculty, and alumni performers.
The Benjamin T. Rome School of Music seeks to educate, engage, and energize its student body in a dynamic program that integrates classroom learning with real world performance, research, and teaching. Its variety of undergraduate and graduate majors allows each student to find his or her niche and to develop and grow into professional performing musicians, scholars, educators and composers who are ready for a 21st century musical career.

With approximately 300 music students, the Benjamin T. Rome School of Music maintains a wonderful, diverse community for new students within the context of a medium-sized university. Students form relationships with their peers; these friendships become professional contacts during careers in the arts. With students from Washington, D.C., around the United States and throughout the world, the Benjamin T. Rome School of Music is a place of nurturing, growth, and diversity that welcomes students to its doors.

The School of Arts and Sciences – Drama Department

The Department of Art at The Catholic University of America offers two baccalaureate courses of study: one leading to a B.A. in Art History, another leading to a B.A. in Studio Art. Together, these programs are devoted to nurturing the production and understanding of artistic expression with the belief that art and culture are one, and that exposure to the visual arts is an essential component of every liberal education. Our goal of fostering a greater appreciation of the arts is especially fitting at The Catholic University of America, given both the artistic heritage of the Catholic Church, and the outstanding resources of Washington, D.C. Through courses both within and outside the department, art majors are provided with a broad introduction into the practice, theory, and appreciation of the arts.

The School of Arts and Sciences – Drama Department

The Department of Drama, one of the oldest theatre programs in the country, enjoys a national reputation for the artistic and intellectual quality of its undergraduate and graduate programs. Our programs are designed on the premise that theatre is a fundamental cultural necessity that enriches and is enriched by its community. The department provides prospective teachers, actors, directors, designers, playwrights and scholars with practical skills and a comprehensive understanding of theatre.

Position Summary: The Director of Major Gifts is a critical member of the advancement team. He/she reports to the Associate Vice President for Advancement and the Provost of Catholic University – this reporting relationship is a reflection of the interdisciplinary nature of the program and its academic importance. The position and the operating budget are co-funded by the Division of University Advancement and the Office of the Provost. The Director is responsible for working closely with the Provost, Dean of the Rome School of Music, Chairs of the Art and Drama departments, and members of the Schools’ administration and faculty to identify, cultivate and secure major outright, planned and annual gifts from individuals, corporations and foundations, matching donor intent with School and University initiatives. The director will be supported by a cadre of central support offices in building his or her respective advancement program.

Essential Responsibilities Include: Build, grow, and manage a portfolio of major gift prospects based on new and past donors at the $100,000+ level. Develop prospect strategies, cultivate and solicit prospects through personal visits and written communication; exceeding an annual goal of at least 125 face-to-face unique donor visits. Development and execution (in conjunction with the Associate Vice President) of an annual work plan with goals for fundraising revenue, prospects under management, number of major gift and annual solicitations and number of prospect visits sufficient to meet established fundraising targets. Train and successfully guide academic partners through the major gift prospect
development process; supporting them in building lasting and productive donor relationships. Identify and develop strategies to engage unaffiliated arts patrons with the school.

The Director of Major gifts will be responsible for building a new volunteer leadership group, the Catholic Arts Council which will bring together volunteers to guide and support the programs of the Rome School of Music together with the University’s Art and Drama departments. This role requires significant volunteer management expertise and the ability to engage with high level volunteers and academics on issues of intellectual complexity.

The Director will also oversee and coordinate the following: Prepare proposals, solicitation letters and other development materials for prospects and donors. Coordinate with Central annual fund colleagues to manage direct mail telephone and e-mail fundraising appeals to the prospective School alumni. Partner with central colleagues in planned giving, donor relations, corporate and foundation relations, and alumni relations to build and support the development program for the School. Work collaboratively and strategically with other fundraising professionals and campus leaders. Identify, engage, train, manage and support volunteer leaders. Effectively steward major gift donors in ways that are personal and meaningful to them. Strategically plan and implement special events to attract, engage and steward donor prospects. Maintain a working and growing knowledge of the profession served by the School’s graduates and the impact of the various School's academic disciplines, programs and research initiatives on society.

**Minimum Qualifications:** A Bachelor’s Degree is required and at least 6 years of professional experience with 3 of those in major gift fundraising, including personal solicitations with a documented record of productivity.

Significant fundraising experience in a University setting is preferred as is experience in fundraising for Arts organizations. The director must be a highly energetic professional with a track record of building relationships and closing gifts above $50,000. The successful candidate will possess the ability to work in an environment that places an emphasis on metrics and success as well as the capability to work independently and as part of a team. He/she will have a demonstrated ability to take initiative and be a self-starter; manage projects; determine priorities and maintain a high degree of professionalism and confidentiality. Excellent interpersonal and oral skills and demonstrated effective writing skills will be required as will strong organizational and analytical skills and the ability to manage multiple projects. Candidates meeting the above requirements must be able to travel; work occasional evenings and weekend hours. In order for the CUA office of University Advancement to achieve excellence and an inclusive work environment, while advancing Catholic University development and alumni relations we must value, respect, welcome, and recognize each individual’s uniqueness.

Proficiency in Microsoft Office, including Word, Excel, PowerPoint; familiarity with Millennium or comparable systems (alumni and donor database software) preferred but not necessary. Excellent proofreading and editing skills; strong interpersonal, written and verbal communication skills are essential; as is the ability to prioritize work and develop general office procedures.

Possession of current and valid U.S. driver’s license appropriate to the type of university vehicle and an acceptable Motor Vehicle Driving Record (MVR) as stipulated in the Vehicle Guidelines and Procedures Manual administered through the office of Environmental Health and Safety. Annual clearance of MVR check through the Office of Environmental Health and Safety. Ability to work independently, under deadlines, without close supervision; self-direction in the initiation, coordination and completion of tasks; acute attention to detail. Excellent relationship-building and volunteer engagement skills; ability to work effectively with internal and external constituencies, including individuals of significant influence and affluence.
How to apply: forward cover letter with salary expectations and resume to:
CUARecruitment@cua.edu. Reference the position of interest: Director of Major Gifts, Catholic Arts Council or 101758 in subject line of email. This position will remain open until filled. The Catholic University of America Human Resources, 170 Leahy Hall 620 Michigan Ave, NE Washington, DC 20064 Fax: (202) 319-5802 Telephone: (202) 319-5050