**The Catholic University of America**

**Director of Major Gifts, School of Theology and Religious Studies (full-time)**

**Director of Major Gifts, The Benjamin T. Rome School of Music (full-time)**

**Director of Major Gifts, National Catholic School of Social Service (full-time)**

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.

Join a new Vice President for Advancement as he builds a dynamic leadership 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 Gift at this school will join dedicated offices in the Schools of Law, Business, Engineering and Architecture in this effort. The director will serve on the leadership team of the advancement office and collaborate with all offices within the division of University Advancement to meet the fundraising objectives of the University and its Schools.
The School of Theology and Religious Studies

From its foundation, The Catholic University of America has given academic priority to theology and religious studies and related disciplines. As a central part of this mission, the School of Theology and Religious Studies has two primary goals: to promote excellence in teaching, research, and publication in the area of theology and religious studies; and to provide the professional training of lay and clerical leaders who will serve the Roman Catholic community in the United States and throughout the world. In pursuit of these goals, the school places emphasis on an interdisciplinary approach and collaboration with other schools of the university, on the ecumenical and interreligious dimensions of all theological studies, on the exploration of relations between religion and culture, and on the promotion of informed efforts to work for justice and peace both within the Church and in the world in the light of the Gospel of Jesus Christ. The School of Theology and Religious Studies has almost 3,500 alumni and in 2014 undergraduate theology & religious studies undergraduate began matriculating. TRS at CUA is now the only School in the nation where undergraduate students can receive a degree in theology from a Pontifical faculty.

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.

National Catholic School of Social Service

The National Catholic School of Social Service is committed to educate students from diverse faiths and cultures who in their professional endeavors will embody the values of social justice, service, and scholarship. NCSSS faculty, staff and students seek to create a better world through social work through their classroom and community based endeavors. This vital work embodies Pope Francis’ call to serve those in greatest need, the impoverished, oppressed and afflicted. It is this work that animates our learning community, making it a most unique school of social work, grounded in catholic social teaching. There are over 5,000 alumni and the PhD Program, the third oldest in the nation continues to produce social work scholars who further the development of the profession through research, knowledge-building, and leadership.
**Position Summary:** The Director of Major Gift is a critical member of the advancement team. He/she reports to the Associate Vice President for Advancement and the Dean of the School. The position and the operating budgets are co-funded by the Office of University Advancement and the respective School. The director is responsible for working closely with the Dean, members of the School administration and faculty to identify, cultivate and secure major outright, planned and annual gifts from individuals, corporations and foundations, matching donor intent with University initiatives. The director will be supported by a cadre of central support offices in building their respective advancement programs.

**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. 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. Serve as the primary staff liaison for the School’s Board of Advisors, planning and organizing two or more meetings/dinners annually and ongoing personalized engagement opportunities for members. 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. 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 puts a strong 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.

Complete proficiency in Microsoft Office, including Word, Excel, PowerPoint and Outlook; familiarity with Millennium (alumni and donor database software) preferred but not necessary. Excellent proofreading
and editing skills; strong interpersonal, written and verbal communication skills are essential; ability to prioritize work and 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: Director of Major Gifts and the School of interest in subject line of email. These positions 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