



13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

Position Title: Philanthropy Officer

FLSA Status: Exempt (Full-Time)

Reports to: Chief Philanthropy Officer

Background:

The Orange Catholic Foundation (OCF) serves the Roman Catholic community of Orange County through philanthropy and stewarding funds to protect and support ministries which further our beliefs and values in loving service to God. The Foundation's vision is: Relying on the Holy Spirit, the Orange Catholic Foundation is the vibrant center of philanthropy for the Roman Catholic community of Orange County, helping to sustain and enhance the faith life of all those it serves.

OCF is an Independent 501(c)(3) corporation that was formed in Orange County to serve the Catholic community. The Foundation partners with individuals, families, corporations and family foundations to help plan their charitable giving. OCF hosts several major philanthropy programs and events, including the annual Conference on Business & Ethics, seminars on Charitable Giving, and other special events. The Foundation manages endowments and other charitable long-term funds, and provides grants, always following donor intent, in support of our Catholic community.

Under the leadership of Executive Director Steve Cameron, and Executive Vice President Kathleen Hurtt, OCF is redefining the future of philanthropy for the Catholic community; one rooted in the unprecedented intergenerational transfer of wealth currently reshaping the global financial landscape. By leveraging strategic, tax-efficient philanthropic vehicles, Catholics can ensure their generosity supports the ministries and missions they hold dear.

This pioneering model is also attracting attention across the region, as neighboring Catholic institutions engage OCF for insight into their philanthropic strategies. The surge in interest is fueling dialogue around the replicability of OCF's approach—laying the groundwork for a thoughtful expansion beyond Orange County. OCF is looking for driven, creative, and faith-filled high achievers eager to help us advance this mission!

Summary /Objective:

The Orange Catholic Foundation seeks a passionate and dynamic professional, who will work with a portfolio of donors and prospects to meet ambitious fundraising goals to benefit the Diocese, Parishes, Schools and Ministries as part of OCF's philanthropy team. Working closely with the Chief Philanthropy Officer, the Philanthropy Officer is responsible for the identification, qualification, cultivation, solicitation and stewardship of donors capable of giving gifts of \$10,000 or more.

Essential Functions:

- Foster a culture of philanthropy and ensure that fundraising efforts are executed in alignment with the organization's values, vision and mission.
- Serve as a relationship builder and leader representing OCF to both internal and external constituencies.
- Identify philanthropic interests of both current major donors and prospects using moves management strategies.
- Provide an exceptional donor experience that values the donor's investment of time, advocacy and financial support.
- Identify, cultivate, and solicit a diverse base of high-net-worth individual donors with the capacity to make six or seven-figure donations.
- Maintain a personal portfolio of 100+ prospects
- Conduct 8 personal visits per week with existing or potential donors.

- Demonstrate the capability of achieving an annual fundraising goal of \$2M+ within 2 years of employment.
- Identify opportunities for increased donor giving capacity and develop solicitation plans for existing and prospective donors.
- Collaborate on the creation and completion of content for case statements, proposals, solicitation letters, and donor correspondence.
- Track and report regular progress against strategic goals and metrics, including donor engagement, stewardship touch points, revenue and pipeline management.
- Maintain a working knowledge of best practices and significant developments and trends in philanthropy and adapt fundraising strategies as necessary.
- Because all Orange Catholic Foundation employees represent the Roman Catholic Church, all employees are expected to conduct themselves according to the goals and mission of the Church in performing their work.
- Other duties and responsibilities as assigned; assist with day-to-day needs of the Foundation

Supervisory Responsibility:

This position has no direct supervisory responsibilities.

Education/Experience/Skills:

- An active practicing Catholic with a passion for the mission and vision of OCF and the Diocese of Orange.
- A minimum of 5 years of progressive experience in nonprofit fund development with a proven success in working with high-net-worth individuals.
- A self-starting achiever who takes ownership of their work, pursues excellence and contributes meaningfully to a collaborative team committed to the Church's mission.
- An engaging person with experience or desire to solicit and close significant gifts of appreciated assets.
- A strategic approach to development, with a track record of cultivating and closing six and seven figure major gifts.
- Strong interpersonal and communication skills with demonstrated ability to work effectively with, and gain the respect and support of, varied and changing constituencies including staff, Board members, donors and donor prospects, and others within the Community.
- A track record as an effective communicator skilled at writing and speaking; adept at writing proposals, solicitation letters, donor correspondence, and other types of materials to enhance fundraising.
- Ability to work both independently without close oversight, and as a productive team player who will engage others at varying levels of seniority within and outside the Foundation.
- A curious and creative thinker with an ability to develop strategies into action plans.
- A minimum of a bachelor's degree required. Master's degree, fundraising or planned-giving certifications preferred.
- CRM experience required, knowledge of Raiser's Edge preferred.
- Computer skills preferred include MS Word, Excel, PowerPoint and Outlook.
- The ability to be flexible in a complex and changing professional business environment.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

Position Type/Expected Hours of Work/Compensation:

This is a full-time position with a bi-weekly rate of \$3,846.16-\$4,807.70, depending on qualifications and experience. Days and hours of work are Monday through Friday, 9:00 a.m. to 5:30 p.m. Evening and weekend work is required as job duties demand.

If you have the skills, experience and want to help advance the mission of the Orange Catholic Foundation, we'd like to speak with you. Please send your cover letter and resume to Roxanna Payton at RPayton@OrangeCatholicFoundation.org.