

**Position Title:** Development & Advancement Officer  
**Department:** Marketing & Development  
**FLSA Status:** Exempt  
**Location:** Lincoln, Nebraska  
**Reports to:** Director of Marketing & Development  
**Date Created:** July 2019

God has called **us** to **build up** the **Body of Christ** in southern Nebraska through the spiritual and corporal works of mercy. We are **called** to **grow** in holiness, **walk** in trust, **serve** with integrity, and **faithfully** proclaim the Gospel.

**Position Summary:** The Development & Advancement Officer initiates, develops and executes opportunities to spread the Gospel across Southern Nebraska in accordance with the mission of CSS. This position is charged with securing the financial means necessary to make and keep CSS sustainable in the present and the future.

**Essential Functions:**

- Secure major gifts from individuals, corporate gifts, and foundations.
- Develop and execute strategies to increase planned and legacy giving.
- Develop and implement a short and long-term advancement plan to meet development goals and objectives.
- Execute new approaches to enhance current advancement initiatives.
- Increase the number and quality of donor prospects through prospecting, research and individual visits.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.
- Cultivate new relationships with potential donors both Catholic & non-Catholic.
- Collaborate with Marketing & Development staff for design of materials, publications, grant writing, digital & social media, and events.
- Other duties as assigned.

**Preferred Competencies:**

- Communication; written and verbal
- Strategic Thinking
- Problem Solving
- Creative Design
- Organization and Motivation
- Teamwork
- Leadership and Accountability

**Qualifications:**

Bachelor's Degree in Business, or similar field preferred.

5+ years of experience working in fundraising, development or similar role with proven success.

Previous experience working in the nonprofit sector is preferred.

Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Catholic Social Services does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, political affiliation, status as a veteran, or any other basis protected by applicable Federal and Nebraska laws.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

**Working Environment:**

While performing the duties of this job, the employee is primarily working within indoor weather conditions. The noise level in the work environment is usually moderate.

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