

Development Engagement Officer

Reports To: Director of Mission Advancement

Location: Diocese of Reno Pastoral Center

Status: Full-Time, Exempt

Position Summary

The Development Engagement Officer serves as a key member of the Diocese of Reno's Mission Advancement team, responsible for cultivating relationships with donors, parishes, and community partners to advance the mission of the local Church through strategic fundraising, stewardship, and engagement initiatives. Rooted in Catholic values, this role fosters a culture of generosity and discipleship by connecting individuals and organizations to the ministries and outreach of the Diocese. In addition, this role will support the efforts of the Catholic Community Foundation of the Diocese of Reno in asset giving and endowment management.

Key Responsibilities

Fundraising & Stewardship

- Develop and implement donor engagement strategies, including annual appeals, major gifts, planned giving, and parish-based campaigns.
- Manage donor cultivation, solicitation, and stewardship activities.
- Maintain accurate donor records and ensure timely acknowledgment of gifts.

Community Engagement

- Build relationships with parishioners, clergy, ministry leaders, and community stakeholders.
- Coordinate events such as donor appreciation gatherings, ministry showcases, and giving days.
- Serve as a visible and welcoming presence at diocesan and parish events.

Communications & Marketing

- Collaborate with communications staff to create compelling donor materials, newsletters, and social media content.
- Promote the impact of diocesan ministries through storytelling and data-driven reports.

Collaboration & Leadership

- Work closely with the Bishop, CFO, pastors, and ministry leaders to align fundraising efforts with diocesan priorities.

- Provide regular updates on fundraising performance and engagement metrics.
- Support parish stewardship committees and provide training as needed.

Qualifications

- Bachelor's degree in communications, education, nonprofit management, business, or related field.
- Minimum 3 years of experience in fundraising, donor relations, or community engagement.
- Practicing Catholic with a deep understanding of Church teachings and stewardship.
- Excellent interpersonal, written, and verbal communication skills.
- Proficiency in donor management software (e.g., Raiser's Edge, DonorPerfect).
- Ability to travel within the Diocese and work occasional evenings/weekends.

Preferred Attributes

- Passion for the mission of the Catholic Church.
- Creative thinker and relationship-builder.
- Experience with grant writing and foundation relations.