



Job Description

Job Title: Regional Advancement Officer

Department: Foundation

Classification: Exempt (per Fair Labor Standards Act)

Salary Grade Level: 10

Reports To: Vice President of Advancement and Alumni Relations

Date: 2026-02-01

Position Summary / Objective

The Regional Advancement Officer cultivates and maintains relationships with donors and potential donors who have the capacity to make annual gifts of \$10,000 or more to support NET's mission. This position will identify, cultivate, solicit and steward major gift opportunities for a portfolio of donors, generally within a targeted geographic area.

Essential Functions

- Initiate and maintain meaningful relationships with a portfolio of donors through regular communication, meetings, calls and events.
- Develop and execute tailored cultivation and solicitation strategies for each assigned donor.
- Coordinate small events in partnership with key donors and volunteers to expand the number of potential major donors.
- Solicit sponsorship gifts for NET's signature events as assigned.
- Develop and execute a planned giving program.
- Serve as primary contact with Catholic Community Foundation to monitor NET investments
- Maintain high standards for donor stewardship, expressing gratitude and appreciation in meaningful, thoughtful, and personal ways, both publicly and privately according to donor preferences and depth of relationship with NET.



- Reach an annual fundraising goal determined by the maturity of the donor portfolio.

Catholic Mission and Witness Expectations

NET Ministries is a Catholic apostolate. All employees are expected to support and advance the mission of NET Ministries and to conduct themselves in a manner consistent with the teachings, values, and moral principles of the Catholic Church.

This position is considered ministerial in character and requires the employee to be a practicing Catholic. The employee is expected to uphold and not publicly contradict the teachings of the Catholic Church and to serve as a credible witness to the Catholic faith through professional conduct and representation of NET Ministries. This requirement is essential to the role and integral to NET Ministries' identity and mission.

Competencies

Knowledge:

- Proficient in fundraising software or CRM systems, preferably Salesforce

Skills:

- Proven track record in fundraising, donor relations, or sales, with a focus on individual giving.
- Strong interpersonal and communication skills
- Research and analysis skills

Abilities:

- Ability to work independently and collaboratively in a fast-paced environment.

Supervisory Responsibilities

None



Work Environment

This is an in-person office-based position performed in a professional office environment. The role operates primarily indoors in a standard workspace setting with typical office noise levels. Occasional movement throughout the office and interaction with staff, volunteers, and external partners is expected.

Physical Demands

The position requires the ability to work the required weekly hours and, when necessary, extended hours to meet organizational needs. The role may include occasional evening and weekend work as assigned. The employee must be able to sit or stand for extended periods of time and sustain performance during high-demand periods. The position also requires the ability to lift up to 25 lbs. using proper lifting techniques for routine office materials and supplies.

Position Type and Expected Hours of Work

- Full-time / Part-time
- Typical work schedule (days and hours)
- Overtime expectations, if applicable

Travel

Expected travel 2-5 days per month, on average.

Required Education and Experience

Bachelor's Degree preferred.

3-5 Years of major gift experience preferred.

Equal Employment Opportunity Statement



NET Ministries provides equal employment opportunities to all employees and applicants in accordance with applicable federal, state, and local laws, as outlined in the Employee Handbook.

Other Duties

This job description is not intended to be an exhaustive list of all duties, responsibilities, or activities required of the employee. Duties, responsibilities, and activities may change or be added at any time, with or without notice, consistent with the Employee Handbook.

Acknowledgment

By signing below, the employee and supervisor acknowledge that they have reviewed this job description and understand the requirements, essential functions, and responsibilities of the position.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____