Diocese of Belleville
The Catholic Church of Southern Illinois

Inspire Generosity to Build a Stronger Catholic Community

Director of Catholic Community Foundation

Full-Time, Exempt | Belleville, Illinois

The Catholic Community Foundation of the Diocese of Belleville seeks an accomplished and mission-driven development professional to help shape the future of Catholic philanthropy across southern Illinois. This newly established leadership position offers the opportunity to build a coordinated diocesan development function, deepen relationships with donors, and generate lasting support for parishes, schools, Catholic Charities, ministries, agencies, and charitable outreach.

About the Opportunity

The Director of Catholic Community t will provide strategic leadership in advancement, fundraising, and donor engagement in a stewardship diocese. In collaboration with the Bishop, diocesan leadership, pastors, ministry leaders, and the Foundation, this individual will align annual appeals, grants, advancement efforts for Catholic education and Catholic Charities, major and planned gifts, endowments, campaigns, and donor communications with diocesan priorities. The successful candidate will set clear goals, strengthen collaboration, and foster generosity, gratitude, transparency, and accountability.

Key Responsibilities

- Develop and implement a comprehensive diocesan advancement and stewardship strategy aligned with the Bishop's priorities and the Diocese's pastoral, educational, and charitable mission, emphasizing hospitality, prayer, gratitude, formation, generosity, and service.
- Coordinate fundraising initiatives, including the Catholic Service and Ministry Appeal (CSMA), major and planned gifts, endowments, grants, school and Catholic Charities advancement, and special campaigns.
- Lead capital campaigns from readiness assessment and planning through implementation, donor solicitation, follow-up, and reporting.
- Cultivate trusted relationships with parishioners, alumni, benefactors, foundations, businesses, civic leaders, and community partners.
- Prepare the Bishop and diocesan leaders for significant donor conversations and provide strategic guidance on emerging philanthropic opportunities.
- Partner with pastors and parish leadership so diocesan fundraising supports, rather than competes with parish offertory and local stewardship.

- Coordinate advancement, appeals, grants, education, communications, finance, and other diocesan offices to create consistent goals, messages, and donor-care practices.
- Work with finance leadership on budgets, revenue projections, gift processing, donor records, reporting, and measures of progress.
- Represent the Diocese professionally in donor, advancement, and community settings and provide regular updates to diocesan leadership and the Catholic Community Foundation.
- Uphold donor intent, confidentiality, ethical fundraising standards, and Catholic stewardship principles.

Qualifications

- Bachelor's degree required; preference will be given to candidates with a master's degree in business administration, nonprofit management, philanthropy, communications, theology, or a related field.
- Seven to ten years of progressively responsible experience in development, advancement, fundraising, or nonprofit leadership, with proficiency in event planning, budgeting, and communication.
- Strong knowledge of Catholic teaching on stewardship and evangelization, with the ability to inspire generosity and service in others.
- Demonstrated success incorporating the principles of stewardship into diocesan development and planning through hospitality, prayer, formation, and service.
- Proven success in major gifts, campaign planning, donor cultivation, and relationship management.
- Experience leading staff, volunteers, or project teams and collaborating effectively with donors, boards or advisory groups, foundations, clergy, and community partners.
- Knowledge of planned giving, fundraising operations, donor data management, and performance reporting.
- Exceptional strategic, organizational, interpersonal, writing, presentation, and donor communication skills.
- Sound judgment, discretion, and the ability to successfully complete complex initiatives.

Mission Alignment

Candidates must support the mission, teachings, and values of the Roman Catholic Church and be able to articulate and advance the mission of the Diocese and its ministries. The Director will collaborate respectfully with clergy, diocesan leadership, parish leaders, school personnel, volunteers, and donors, conducting all advancement activities in accordance with Catholic teaching, stewardship principles, and diocesan policies.

Work Requirements

- Regular travel throughout the Diocese, with occasional evening and weekend responsibilities.
- Ability to attend donor events, parish functions, meetings, and fundraising activities.
- Valid driver's license and reliable transportation.

Compensation and Benefits

Expected salary of $90,000-100,000, with final compensation based on the candidate's experience. Benefits include medical, dental, vision, life insurance, and retirement.

Apply

Qualified candidates are invited to submit a résumé and cover letter to humanresources@diobelle.org describing their interest in advancing the mission of the Diocese of Belleville through faithful stewardship and relationship-centered philanthropy.

Equal Employment Opportunity

The Diocese of Belleville is an equal opportunity employer. Employment decisions are based on qualifications, not on any characteristic protected by law. As a Catholic institution, the Diocese reserves the right to give preference to practicing Catholics who support the mission and teachings of the Church, as permitted by law. Candidates from all backgrounds who support our mission are encouraged to apply, and reasonable accommodations are available.