

St. Charles Borromeo Seminary

St. Charles Borromeo Seminary is seeking a full time **Director of Major Gifts** at their location at 1400 Evans Road, Ambler, PA 19002

This is a benefit-eligible, full-time position. We offer competitive rates and a comprehensive benefits package. Available February 2025.

BACKGROUND:

Founded in 1832, Saint Charles Borromeo Seminary has been forming men for priestly service in the Catholic Church for 193 years. This year's current enrollment is 140 seminarians, 71 of whom study for the Archdiocese of Philadelphia. In addition, 14 partner dioceses and religious communities from across the country and around the world send their men to the seminary for formation. Thanks to the prayers and generosity of many people, the seminary has been able to continue its mission of forming future priests in service to the people of God and His Church. The School of Diaconal Formation forms men who are studying for service to the Archdiocese of Philadelphia as permanent deacons. Currently, we have over 40 men in the program. Deacons form a visible sign of the working of the Holy Spirit through their life of service in the Church. Finally, The School of Theological Studies is a graduate school founded in 1969 in response to a call by the Second Vatican Council to educate the laity as well as religious and priests in Catholic Theology. Through the years, the school has conferred over 1,070 graduate degrees and hundreds of undergraduate certificates.

SUMMARY:

Reporting directly to the Rector of Saint Charles Borromeo Seminary and in close collaboration and coordination with the Archdiocese of Philadelphia, the Director of Major Gifts has the primary responsibility to grow and manage a comprehensive major gift program to support the Seminary. In addition, he or she is responsible for implementing a strategic development plan intended to assure the primacy of philanthropy throughout the individual schools of Saint Charles Borromeo Seminary.

The Director of Major Gifts Officer plays a critical role in securing significant financial contributions from individuals and foundations to support the mission and strategic priorities of St. Charles Borromeo Seminary. This position will identify, cultivate, and solicit major gift prospects, building deep relationships with donors while ensuring their philanthropic goals align with the Seminary's mission for theological education and ministry training.

ESSENTIAL RESPONSIBILITIES:

- **Prospect Identification and Qualification:**
 - Conduct in-depth research to identify and qualify potential major donors, including alumni, community leaders, and faith-based organizations.

- Utilize wealth screening tools and Raiser's Edge donor database to assess giving capacity and philanthropic interests.
- Develop comprehensive prospect profiles detailing giving history, motivations, and potential giving levels.
- **Relationship Building and Cultivation:**
 - Establish and maintain personal connections with major gift prospects through personalized outreach, including phone calls, in-person meetings, and customized communications.
 - Arrange meaningful engagement opportunities with Seminary leadership, faculty, and students to showcase the impact of donations.
 - Deepen donor understanding of the Seminary's programs, curriculum, and impact on the community.
- **Solicitation and Gift Closure:**
 - Develop strategic solicitation strategies tailored to individual donor needs and motivations.
 - Confidently present compelling cases for support, highlighting the value proposition of supporting the Seminary's mission.
 - Conduct face-to-face solicitations to secure major gifts within established fundraising goals.
- **Stewardship and Donor Recognition:**
 - Implement comprehensive stewardship plans to acknowledge and appreciate major donors through personalized communication, updates on the impact of their gifts, and invitations to exclusive events.
 - Collaborate with the other members of the development team to create meaningful donor recognition programs.
- **Collaboration and Team Work:**
 - Work closely with the Rector, Board of Trustees and Development Subcommittee Chair, faculty, and other staff to align fundraising efforts with the Seminary's overall strategic objectives.
 - Serve as the Seminary Specialist within the Archdiocese of Philadelphia's development team.

- Participate in development team meetings, sharing insights and best practices to enhance the overall fundraising strategy.

QUALIFICATIONS: KNOWLEDGE, SKILLS/ & ABILITIES

- Exceptional interpersonal and communication skills with the ability to build rapport with diverse individuals.
- Strong understanding of fundraising principles, including prospect research, cultivation, solicitation, and stewardship.
- Excellent organizational skills with the ability to manage a complex portfolio of donors and prospects.
- Highly motivated self-starter
- Possess boundless energy and great enthusiasm for the work
- Proficiency in donor database management systems such as Raiser's Edge.
- Passion for the mission and values of the Seminary, with a deep understanding of theological education.
- Faithful commitment to the teachings of the Roman Catholic Church.

Education/Experience:

- Bachelor's degree in a relevant field (e.g., fundraising, development, communications, business, or theology)
- Minimum of 5 years of successful experience in major gift fundraising, ideally within a non-profit or educational institution.
- Demonstrated track record of securing significant 6 to 7 figure individual gifts.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is occasionally required to stand, walk; sit; reach with hands and arms; talk and hear, climb stairs.
- Must be able to carry and lift items weighing up to 15 pounds.

To express interest, refer another candidate or for more information, please contact Mike O'Neil at mike.oneill@bene-partners or [Deacon Chuck Lewis](#).



Saint Charles Borromeo Seminary is the oldest Catholic institution of higher learning in the Archdiocese of Philadelphia. Our mission is to form priests to be shepherds after the heart of Jesus Christ, and permanent deacons, religious and lay men, and women for various forms of ministry, service, and discipleship. All employees are expected to respect and conduct themselves in accordance with the values, teachings, and morals of the Roman Catholic Church.

St. Charles Borromeo Seminary is an equal Opportunity Employer M/F/V/D

Updated: January 2025