



POSITION: 4 Regional Development Officer Positions - Full Time

- Texas Region: Dallas-area preferred
- Southeast: Atlanta or Miami preferred
- Chicago Region
- Washington D.C. Region

COMPANY: Augustine Institute, Greenwood Village, CO

SUPERVISOR: Vice President of Development

APPLICATIONS and INQUIRIES: careers@augustineinstitute.org

COMPANY INFORMATION

The Augustine Institute is a registered 501(c)(3) Not For Profit Corporation headquartered at 6160 S Syracuse Way ~ Greenwood Village, CO 80111 | 303-937-4420

Mission: The mission of the Augustine Institute is to serve the formation of Catholics for the New Evangelization. Through our graduate school, media, and parish programs, we equip Catholics intellectually, spiritually, and pastorally to renew the Church and transform the world for Christ.

JOB DESCRIPTION

The Augustine Institute's Regional Development Officers are responsible for cultivating long-term relationships with major benefactors, stewarding gifts, and introducing new potential major benefactors to the work of the Institute and inviting them to get involved with our mission.

This full-time, performance-based position includes full benefits.

JOB DUTIES

Responsibilities include but are not limited to the following:

- Sharing the mission of the Augustine Institute and the joy of the Catholic Faith with donors in order to encourage their own relationship with Jesus Christ
- Leading the regional discovery, qualification, cultivation, solicitation, and stewardship of gifts
- Qualifying and maintaining a portfolio of 50-100 potential benefactors with capacity to give between \$10,000-\$1,000,000 annually, making personal gift solicitations of these prospects, and recording all contact with prospects in the development database.
- Scheduling and conducting 20 face-to-face benefactor visits monthly
- Weekly e-mail or phone check-ins, formal monthly reporting, and attendance at quarterly meetings in Denver
- Other duties as assigned

JOB QUALIFICATIONS

The ideal candidate will possess the following:

- Impeccable credentials and integrity
- Passion for fostering relationships that advance the Institute's mission
- Ability to write and speak in a compelling way about the New Evangelization
- Ability to travel frequently representing the Institute
- A good knowledge and consistent practice of the Catholic Faith
- An operative understanding of how the Catholic Church is organized
- A four-year college degree. Advanced or professional degree is a plus.
- Initiative and teamwork contributing to the overall goals of the development group

COMPENSATION and BENEFITS

- Salary commensurate with experience, excellent benefits including medical and other insurances, paid time off, and a 403(b)-retirement plan participation.
- Benefits Include: medical and other insurances, paid time off, and retirement plan participation.

Relocation: THERE ARE NO RELOCATION REIMBURSEMENTS FOR THIS POSITION.

COMPANY HISTORY

History: In 2005, as a response to the call of Pope St. John Paul II, Catholic scholars established in Denver a graduate school dedicated to transforming Catholic education for the New Evangelization. Since then, the Augustine Institute has become the fastest growing Catholic graduate school in the United States and has quickly expanded into a multi-faceted institute providing strategic, disciple-based parish programming and leadership formation to dioceses and parishes across America.

In July 2015, the Augustine Institute and its partners launched FORMED, our digital, state-of-the-art, online platform (often referred to as a “Catholic Netflix”), which makes available the best Catholic content from a host of leading Catholic apostolates.

In November 2015, the Augustine Institute entered into a merger with Lighthouse Catholic Media, which included its Parish Consultant independent contractor sales force; the Parish Kiosk Program, CD of the Month Club Program, and other channels; and what is now the Ignatius Press-Augustine Institute Joint Publishing Venture.