

Manager of Foundation Relations



Building Faith | Inspiring Hope | Igniting Change

Fall 2024

CATHOLIC EXTENSION SOCIETY

Founded in 1905, Catholic Extension Society’s mission is to work in solidarity with people to build up vibrant and transformative Catholic faith communities among the poor in the poorest regions of America. Catholic Extension Society accomplishes this by strategically partnering with Catholic dioceses to build facilities, educate leaders, and support essential ministries in the most under-resourced regions of the country. With its high-touch and innovative approach, Catholic Extension Society helps Catholic faith communities build their capacity to inspire hope and drive positive change.

The organization's impactful initiatives include programs and projects on the southern border, post-hurricane rebuilding efforts in Puerto Rico, support for college campus ministry and youth outreach, church and funding scholarships of lay and ordained leaders at major Catholic Universities. In the past year alone, Catholic Extension's collective programs and partnerships had a financial impact exceeding \$225 million across 40 U.S. states and territories.

To sustain this vital mission, the organization annually raises \$25-30 million from 25,000 donors through a mature and comprehensive development program featuring diverse revenue streams. For a deeper understanding of philanthropy's role at Catholic Extension Society and the impact of its mission, explore the insights provided in its [2023 Annual Report](#).

Catholic Extension, headquartered in Chicago, boasts a dedicated full-time staff of 50 professionals, either based in the headquarters or regional offices. The team comprises talented and experienced individuals thriving in a dynamic, fast-paced work environment with a strong emphasis on collaboration and a team-focused culture. For further details about Catholic Extension, visit the [CE Website](#).



“People come together in faith in moments of crisis to strengthen one another and to realize that they are not alone.”

--Fr. Jack Wall, President of
Catholic Extension

Manager of Foundation Relations

Reporting to the Assistant Vice President of Development, the Manager of Foundation Relations will serve on a two-person grant writing team that is responsible for a portfolio of nearly 100 funders whose annual grants range from \$10,000 to \$1 million or more. The position is based in the Chicago office.

The specific responsibilities of this position are to:

1. Collaborate with Finance, Mission, and Strategic Communications Departments to contribute to building donor relationships with foundations for Catholic Extension.
2. Serve as the internal point person for administrative support of the Foundation Relations program to timely and accurately track letters of inquiry, proposals, and reporting deadlines. Communicate effectively across teams to ensure integrity of the information gathered and recorded.
3. Manage a portfolio of foundation relationships.
4. Write grant proposals, letters of inquiry, impact reports, and other communications for our foundation partners. Proposals in this portfolio will focus on potential grants of \$10,000 +.
5. Proactively seek new grant partnerships with foundations whose guidelines support the mission of Catholic Extension.
6. Produce regular summary reports on fundraising activity by the Foundation Relations team.
7. Record all relevant contacts with donors in the fundraising database. Aim for precision and timely entry to support internal reporting and data integrity.
8. Participate in Development department team meetings and contribute to Team Extension. Track emerging sector trends and new funding opportunities in Foundation Relations.
9. Be a role model for integrity, fiscal responsibility, and ethical behavior in a way that embodies Catholic Extension values.

QUALIFICATIONS

The successful candidate will have at least four years of work experience. Grants management and grant writing experience strongly preferred.

As this role requires contact with funders, the successful candidate preferably will have some exposure to working with external audiences (i.e., funders, donors, partners, etc.).

Additionally, strong candidates will offer:

- A strong command of the English language
- Persuasive and concise writing
- Organized
- Good listening skills
- Track record for responsible follow through and attention to details
- Ability to navigate public information sources to identify prospects
- Exposure to working in teams in a business setting
- Solid energy and drive
- Customer service oriented
- Curious, creative, and flexible
- Detailed and action-oriented
- Proficient in Microsoft Office (Word, Excel, PowerPoint)
- Development and donor data base experience preferred
- Strong familiarity with the mission and teachings of the Catholic Church
- Preferred candidates will be experienced in or able to adapt to the Catholic fundraising market although previous faith based fundraising experience is not required
- A sense of humor

TO APPLY

Please submit a resume and cover letter outlining your qualifications and interest in the position to our search partner DeVine Consulting: CE2024.grants@gmail.com. The deadline for applications is October 12, 2024.



Catholic Extension is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.

We offer a competitive salary and comprehensive benefits package to include medical, dental, vision, disability, 403b with company matching, paid time off, paid company holidays, commuter assistance, professional development opportunities, mentoring and more!

Catholic Extension is located at 150 S. Wacker Drive, 20th floor, Chicago, IL. For more information about the organization, please visit: www.catholicextension.org.



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