

DIOCESE OF PROVIDENCE  
ONE CATHEDRAL SQUARE  
PROVIDENCE, RHODE ISLAND 02903

**Open Position Notice**

**Date:** November 3, 2023

**Position Title:** Director of Planned Giving

**Agency/Office:** Catholic Foundation

**Work Schedule:** Full Time

Responsible for the design and execution of an annual plan to capture philanthropic support through planned gifts from diocesan donors to enhance existing, and create new endowed funds for the Catholic Foundation of Rhode Island. The Director is responsible for managing a pool of prospects and will work closely with the Office of Stewardship and Development, who oversees and manages the Catholic Charity Appeal, which is the annual fund for the Diocese of Providence.

**Responsibilities:**

- Develop a plan with measurable objectives and outline a course of action for the year.
- Identify and research prospective donors and funding sources, develop and cultivate and solicitation strategies.
- Coordinate and personally participate in one-on-one cultivation visits and gift solicitations. The metric is 100 visits per year.
- Ensure past donors are properly stewarded and re-solicited when appropriate.
- Establish, in concert with the Bishop of Providence, the Catholic Foundation of Rhode Island Board of Advisors, Chief Financial Officer and Vicar of Planning and Finance, intermediate and long- range goals for the CFRI.
- To develop strong positive working relationships with the Pastors and Lay leaders in order to foster a spirit cooperation, trust and commitment.

**Qualifications**

- Must have a Bachelor's Degree.
- Ideal candidate will have 8-10 years of demonstrated successful, relevant experience in planned giving and fund raising. Equivalent combinations of experience may be considered.
- Strong oral, written and interpersonal skills are required.

- Ability to work with a diverse group of people in an atmosphere of collaboration and service

**Interested applicants should send a cover letter and resume to:**

Diocese of Providence

Att: John Bittner

1 Cathedral Square,  
Providence, RI 02903

or via email [jbittner@dpvd.com](mailto:jbittner@dpvd.com)