Diocese of Nashville

https://dioceseofnashville.com/job/senior-mission-advancement-officer/

Senior Mission Advancement Officer

Hiring organization
Diocese of Nashville

Job Location
Nashville, TN

Date posted
May 4, 2026

Valid through
24.10.2026

Interested candidates should submit a resume and application on Paylocity by clicking here.

Description

The Diocese of Nashville seeks an experienced, mission-driven professional to serve as Senior Mission Advancement Officer within the Office of Stewardship and Development. This full-time role advances the mission of the Diocese through the cultivation, solicitation, and stewardship of leadership-level gifts, with particular emphasis on donors within the Move Mountains Society.

The Senior Advancement Officer will inherit an established portfolio of the Diocese's most engaged and generous donors and will be responsible for deepening those relationships, increasing engagement, and growing philanthropic support for key priorities, including the Seminarian Education Fund, the Bishop's Annual Appeal for Ministries, and the Advancement of Catholic Education.

The Mission Support Office is located at the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This position is generally scheduled Monday through Friday during regular business hours, with required travel throughout Middle Tennessee and occasional evening and weekend commitments. This role reports to the Chief Administrative Officer.

Primary Responsibilities

Donor Relations & Major Gifts

- Represent the Diocese of Nashville with professionalism and integrity in all interactions
- Manage and grow a portfolio of approximately 100–150 leadership-level donors and prospects
- Cultivate, solicit, and steward gifts, with a focus on annual giving of $10,000–$50,000+ through the Move Mountains Society
- Develop and execute individualized strategies to deepen engagement, increase retention, and grow giving
- Conduct regular outreach, including in-person visits, calls, and personalized communications
- Identify, qualify, and cultivate new prospects for leadership and major giving
- Ensure timely, meaningful stewardship, including acknowledgments, follow-up, and ongoing engagement

Strategic Development & Collaboration

- Partner with the Director of Annual Giving and development team to align major gift strategies with diocesan priorities
- Strengthen and expand the Move Mountains Society through intentional donor engagement and experience
- Collaborate with diocesan ministries (e.g., Vocations, Catholic Schools, Faith Formation) to communicate impact and funding needs
- Assist in planning and execution of donor-facing events, including Cor Iesu, ACE Dinner, Move Mountains Society gatherings, and other diocesan events
- Contribute to long-term funding strategies, including seminarian education, planned giving, and endowment growth

Data & Portfolio Management

- Maintain accurate and up-to-date donor records in the diocesan database
- Track engagement activity and progress toward fundraising goals
- Provide regular reports on portfolio performance, donor activity, and giving trends
- Ensure thorough documentation of donor interactions, proposals, and stewardship plans

Administrative Responsibilities

- Collaborate with the development team on communications, campaigns, and donor engagement strategies
- Support preparation and execution of events and donor initiatives
- Perform other duties as assigned in support of the Diocese's mission

Requirements

Education and Experience

- Bachelor's degree required
- Practicing Catholic with a strong understanding of Catholic teaching and values preferred
- Minimum of 5 years' experience in fundraising, major gifts, or relationship-based sales
- Proven ability to build relationships and secure significant philanthropic commitments
- Experience with donor databases (Raiser's Edge preferred)
- Strong understanding of stewardship principles and donor engagement strategies
- Ability to work both independently and collaboratively with clergy, staff, and volunteers
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite

Key Competencies

Relationship management, strategic thinking, donor engagement, communication, organization, prioritization, professionalism, discretion, integrity, collaboration, and confidentiality

How to Apply

Interested candidates should submit a resume and application on Paylocity by clicking here.