

Director of Development - The Southeast Pastoral Institute (SEPI)



Posted: January 13, 2026

Location: Southeast United States (Remote/hybrid options available)

Employment Type: Full-time

About us

US Catholic Bishop's Southeast Regional Office for Hispanic Ministry, also known as SEPI, coordinates and supports Hispanic Ministry in the 30 Catholic dioceses of the Southeast United States (Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee). Through its three pillars of Evangelization, Formation and Communion, SEPI strives to facilitate the full participation of Hispanics/Latinos in the mission of the Catholic Church and society as authentic missionary disciples. SEPI was born in 1979 as a response to the need for Hispanic education as recommended by the II National Hispanic Pastoral Meeting. SEPI's mission and values are to form and accompany Catholic leaders and communities in the Southeast by fostering communion, formation, and evangelization, grounded in the lived faith of Hispanic/Latino communities and in service to the Church's mission today.

Position overview

SEPI is seeking a Director of Development to lead fundraising initiatives, cultivate donor relationships, and oversee all aspects of securing gift resources for the organization. This position is crucial for advancing SEPI's mission by securing philanthropic support and building sustainable relationships with individuals, foundations, and corporations. This person works directly with the SEPI Executive Director and works closely with key leadership and staff to design and implement strategies that drive philanthropic growth and sustainability.

This opportunity is ideal for someone motivated by the challenge to start and grow an effective, comprehensive development program. Prior nonprofit fundraising experience is preferred, but it is not required for candidates who demonstrate strong relationship-building instincts, a passion for purpose-driven work and the ability to clearly communicate the value of philanthropy.

Key functions

- Develop and execute a comprehensive annual development plan with achievable goals and objectives. This plan should include activities in each of the key areas of a comprehensive development effort: major gifts, annual giving, special events and estate gifts. This plan will need to include actions to build the infrastructure for effective development work: donor database, donor identification, gift reports.

- Maintain and manage a portfolio of high net worth/high interest prospects across the SEPI region by identifying gift opportunities that match their interests and personally cultivating, soliciting, and thanking these donors.
- Create and clearly articulate a philanthropic case for SEPI needs, goals and objectives.
- Track development results and report to appropriate SEPI staff and boards.

Key qualifications

- 2-3 years' experience in fundraising, development or related fields preferred but not required.
- Excellent interpersonal and communication skills, with the ability to inspire and engage diverse audiences.
- Strong organizational skills and attention to detail.
- Self-motivated, goal-oriented, and able to work independently as well as part of a team.
- Passion for SEPI's mission and commitment to the Catholic faith and Hispanic Ministry.

Salary and benefits

- Competitive salary and benefits package.
- Opportunity to work in a mission-driven organization.
- Professional development and growth opportunities.
- Collaborative and inclusive work environment.

Application Process

Interested candidates should submit a resume and cover letter outlining their interest and qualifications for the Director of Development position by email to Ayme Urquijo at aymeus@sepi.us. Please put the Job Title in the Subject Line. Applications will be reviewed on a rolling basis until the position is filled.

SEPI is an equal opportunity employer and encourages applications from all qualified individuals committed to advancing Hispanic Ministry in the Southeast United States.