

ST. GERALD CATHOLIC CHURCH

JOB DESCRIPTION

POSITION: Director of Development
REPORTS TO: Business Manager

FLSA STATUS: Exempt
Type of Employment: Full-Time

GENERAL SUMMARY OF POSITION:

This position is responsible for the creation and implementation of a comprehensive development program to secure the financial resources required to support, sustain and enhance the ministries and programs of St. Gerald church and school. The Director works closely with the Pastor and parish leadership to establish the annual development plan and report on progress.

ESSENTIAL JOB FUNCTIONS:

Employees of the Catholic Church are expected to conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. The Director of Development is required to be an active, practicing Roman Catholic, in good standing.

Development

- Establish and execute the parish Development Plan and incorporate into the parish Strategic Plan. The Development Plan must set specific financial goals and identify specific activities to meet them.
- Develop and maintain relationships with significant donors and regularly share the parish vision and needs.
- Establish and execute a plan for ongoing estate planning, endowment, and tuition assistance.
- Work in collaboration with the Pastor, Business Manager, and Finance Council to establish reliable revenue forecasts for budgeting.

Fundraising Activities:

- Align all fundraising and development activities with the vision and mission of the parish.
- Develop and manage all major fundraising activities for the parish and school, including volunteer recruitment, donor solicitations, marketing and communication.
- Execute on fundraising and development plans and report results to parish leadership and parishioners.
- Champion the transformation of parishioner's attitudes from viewing fundraising events as "money raising events" to support of the parish mission.
- Lead and coordinate consolidation of fundraising activities to focus on annual commitment, increasing participation and amount of individual contributions.

Administrative:

- Attend monthly Finance Council meetings and report on revenue initiatives and progress.
- Prepare Annual Development Report and incorporate into the Annual Financial Report.
- Prepare additional reports, as needed, to fully communicate the status of development activities.

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KNOWLEDGE, SKILLS AND ABILITIES:

Possess and able to consistently demonstrate the following personal and professional qualifications:

- Strong ability to win, influence and inspire people.
- Excellent analytical skills with ability to leverage data for reporting and planning needs.
- Adept at soliciting donations and recruiting volunteers for fundraising activities.
- Demonstrated record of planning and executing successful fundraising events.
- High energy leader with a passion for the parish vision and mission.
- Proficient in Microsoft Excel and Word.
- Demonstrated excellent oral and written communication skills.

EDUCATION AND EXPERIENCE:

- Bachelor of Science in Business Administration, Marketing, Communications, or Finance.
- 3-5 years of related experience in development required.