

Christ the King Catholic School JOB DESCRIPTION

Position Summary

The Development Director is a full-time position and is responsible for supporting the school by providing development and related/public relations services at the direction of the Principal and/or Pastor. The Development Director is responsible for implementing an annual development plan in coordination with the principal and pastor. This person spends a majority of time soliciting major gift donors and prospects, coordinating the fundraising efforts for the school including an auction, jog-a-thon, and raffle fundraiser, overseeing all fundraising and capital projects for Christ the King Catholic School. Duties of the Development Director are organized into three areas: solicitation, program development and program management. Email Monsignor Rick Paperini at pastor@ctk.cc with resume and cover letter.

Duties and Responsibilities:

(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change.)

Solicitation

- Identify, cultivate and solicit current and potential donors and sponsors for both the school auction, jog-a-thon, annual fund, and endowment targeting gifts of \$10,000 and above. This includes initiating appointment requests through phone calls and contact letters, scheduling appointments and making the ask.
- Identify, cultivate and secure legacy giving donors through wills, life insurance, trusts and retirement plan designations for school Endowment. Where possible, seek verbal or written documentation of the dollar value of legacy gift commitments.
- Prepare individual communication, cultivation and solicitation plans for each major gift donor/prospect to include gratitude phone calls, personal notes, invitations to special events, timing and approach of next ask.
- Oversee database maintenance and timely acknowledgement of gifts or donations through thank-you letters and yearly contribution reports with Development Assistant and Events Coordinator.
- Research and write grant proposals that support segments of the school's long-range plan as well as the church's long range capital improvement plans. Assist the Principal, Pastor and other appropriate personnel in cultivating relationships with major local foundations.

Program Development

- Collaborates with the Pastor/ and or Principal in implementing the educational mission of the school. This is accomplished by participating in the comprehensive planning, implementation and evaluation of the school's goals, with specific focus on the development plan.

- Directs the school's Development Plan. Incumbant accomplishes this by establishing short (annual) and long (3-5 year) range goals and objectives for the development office based on the school's long range plan. Incumbant may assist the Principal and/or Pastor and other parish/school leadership in the development of the school's long-range plan. Incumbant facilitates the development and publication of an articulated, written case statement about the school which tells the story of Catholic education and also includes the school's philosophy, values, mission, and public and community contributions.
- Ensure the development and implementation of a comprehensive public relations and communications plan for the school. Relate with school leadership, teachers and staff; parents of current, former and future students; local civic and business leaders and area residents.
- Establish development goals with collaboration of the pastor and principal. Monitor progress meeting goals against periodic benchmarks.
- Develop budget, goals and benchmarks for Auction, Jog-a-thon, Raffle, Annual Fund, and Endowment.
- Prepare/order materials so projects can begin at appropriate time.
- Collaborate with the Pastor/Principal in handling public relations and communications activities for the school community.
- Work collaboratively with school/parish Administration Team to share long-term goals of development office and coordinate and implement monthly activities.
- Plan fundraising events and work collaboratively with employees and volunteers to achieve benchmarks for auction, jog-a-thon and raffle.
- Work with volunteers to organize committees to handle events as needed.
- Oversee the continuing development of volunteers to help solicit donations.
- Supervise the creation of marketing materials to keep donors informed of needs, development programs and activities, and opportunities to give. This will include the school's annual report, email, website page, facebook and family email inserts as well as all annual fund and endowment solicitations.
- Participate in Archdiocesan in-services as requested by the principal.
- Maintain a level of knowledge and skills required by professional reading, attendance at workshops or conventions, and participation in professional organizations.

Program Management

- Prepare the annual development income and expense budget in collaboration with the Principal and/or Pastor.
- Oversee the continuing updating of our ParishSoft Database and Greater Giving Database.
- Prepare Archdiocesan and government reports.
- Prepare and present monthly reports for the School Advisory Council, Principal and Pastor.
- Maintain a strict level of confidentiality on all matters relating to school and parish business.
- Perform other work-related duties as requested by the Pastor/Principal.

COMMUNICATION/CLIENT CONTACT:

Contacts are normally made inside and outside the school and parish. Contacts are usually made on own initiative or at Principal's/Pastor's request and frequently contain confidential/sensitive matters.

Qualifications**SPECIFIC JOB SKILLS:**

Thorough knowledge of the principles and practices of fund development (major/planned giving), with the ability to organize, create and implement development efforts through use of marketing techniques. Knowledge of school and church organizational operating procedures is required. Incumbent possesses ability to communicate effectively, both verbally (including oral presentations) and in writing. Position requires creativity, decision-making, interpersonal skills, use of discretion, teamwork, negotiation, independent judgment/ action, problem analysis, service orientation, and public relations to foster the Church's mission and Parish/ School relations. Must be able to handle multiple projects/priorities. Incumbent must also be competitive and resourceful in an organization that has an infinite amount of need and a finite amount of financial resources. Perform basic math and be proficient with gift planning software. Knowledge of calculator, basic computer software and all basic office equipment is required.

EDUCATION AND/OR EXPERIENCE:

B.A. in communications, finance, public relations and/or marketing or an equivalent combination of education and experience in a comparable field with 3-5 years experience in a comparable position. Prefer 2-4 years experience working with nonprofit or religious organization. Experience in Development field preferred. Continuing education is required to maintain knowledge of tax codes affecting charitable giving. Experience running direct mail and advertising campaigns for planned giving required. Practicing Catholic with thorough knowledge and understanding of Catholic teachings, practices and organizational structure preferred. Bilingual in Spanish preferred. Valid driver's license required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists. Lifts and moves items up to 30 pounds.

WORKING ENVIRONMENT:

Incumbent is required to perform extensive computer work in a school or office setting. Job duties will require employee to manage evening/meeting weekends and attend school events and functions. Work is performed in and out of the office setting. Employee is required to travel extensively. Occasional overnight and or/weekend work is required, as well as overnight travel. Extensive computer skills are required to effectively complete work.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.