



## Job Description

**Position:** Parish – Director of Development

**Status:** \_\_\_\_\_ Full Time      \_\_\_\_\_ Part Time  
\_\_\_\_\_ Exempt      \_\_\_\_\_ Non-Exempt      \_\_\_\_\_ Volunteer

**Reports To:** Pastor

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**Primary Function:** To build, direct and coordinate comprehensive stewardship and fund development programs of the Parish by ensuring that the proper planning, communications, and fund-raising activities are implemented.

### **MINIMUM QUALIFICATIONS:**

#### **Education, Training, Abilities and Experience:**

- Bachelor's degree in related field
- Prior experience in the field of marketing and fundraising in an educational setting
- Strong communications background in a sales type organization or business
- Customer relationship management experience and skills are desired
- Familiarity with technology, especially in using it to maintain customer relationship
- Maintains confidentiality regarding parish matters
- Ability to relate to the variety of persons who are part of the Parish and Parish staff
- Excellent interpersonal relationship skills
- Supports the philosophy of Catholic education and the mission of the school
- The ability to successfully complete a criminal history and background check

#### **Primary Duties and Responsibilities:**

- Plan, implement, and evaluate diocesan fund-raising efforts, including the Diocesan Ministry Appeal, and provide support for parish capital campaigns.
- Promote and develop stewardship programs for all parishes of the Diocese.

- Develop a planned gifts program for the benefit of the Diocese and its parishes.
- Develop a positive working relationship with pastors and parish directors, and business alliances with Catholic leaders in the community, to accomplish Bishop's stewardship priorities and goals.
- Serve as consultant to all parishes of the Diocese which request advice and counsel with respect to stewardship, training, Offertory enhancement, development initiatives, parish capital campaigns, estate planning, etc.
- Provide for the recruitment of volunteers and their involvement in the various fund-raising and stewardship efforts of the Diocese.
- Provide for the recruitment and management of staff and direction of various diocesan fund-raising committees.
- Develop a positive working relationship with the Bishop, internal staff, and volunteers in the range of stewardship and development activities on behalf of all ministries of the Diocese.
- Recommend fund-raising policy for the Diocese.
- Manage the development function by establishing appropriate systems and procedures.
- Develop and submit proposals for grant requests for funds from private foundations and corporations.
- Participate in top-level fund-raising activities, and gift acceptance and recognition activities, cultivating and nurturing effective relationships with current and potential donors of major gifts.
- In concert with the Accounting Office, manage a comprehensive accounting transmittal and acknowledgment process for all gifts, including donor records and recognition. Coordinate shared donor-related services among diocesan offices, parishes, Catholic Charities, TCE and affiliated organizations.
- Provide oversight of the design, development and administration of the donor information system.
- Plan and oversee the preparation and development of informational materials relating to all development activities.
- Keep current information on philanthropy in a broader spectrum, maintain memberships in professional (s & d) organizations and stay abreast of tax law and IRS rulings affecting charitable giving.
- Other tasks and duties as may be required and assigned by the Pastor.

**Physical Demands:**

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

**Employee Acceptance and Acknowledgement:**

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

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Employee Signature

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Date