

Job Title: Director of Development

Revised: September 23, 2021

Reports To: Pastor

Work Commitment: Full time/ Exempt

Position Purpose: This position oversees, leads and implements strategic planning, and fundraising that supports the vision of the Pastor. The primary focus of this role should be to ensure that the development and stewardship activities meet the growing financial needs in a manner that supports the mission to *make disciples of Jesus as a university Catholic church*.

Statement on working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a Catholic.

Development and Stewardship

1. Drive the long-range strategic planning processes with input from staff, Finance Council, Discernment Council and Development Committee.
2. Create and implement the annual stewardship and development plans that will support the strategic plan.
3. Lead the development committee.
4. Serve the staff as a leader, mentor and coach to engage everyone in the important work of development as appropriate.
5. Identify potential income risks and opportunities and develop plans to reduce risks and take full advantage of opportunities.
6. Meet with all donors that contribute more than \$6,000 at least once annually.
7. Cultivate 1-2 new donors over \$10,000 each year.
8. Call all donors that contribute more than \$2,000 at least once annually.
9. Ensure that all gifts are thanked and acknowledged as appropriate and supportive of maintaining good donor relationships.
10. Contact new donors and credit card failure on a timely basis.
11. Represent the ministry at social and archdiocesan events in a way that strengthens the “brand” and communicates the ministry’s message.
12. Develop partnerships with all stakeholders (students, alumni, parishioners, suppliers, archdiocese, and others) to cultivate a shared understanding of the fruits of the ministry and the reasons for ongoing financial support.
13. Direct and coach the communications coordinator to ensure that all communications support the mission’s goals and the development goals.
14. Work with ministry staff to understand and support the needs of the ministry programs.
15. Attend ministry events on occasion to understand the programs and begin to form relationships with future donors.
16. Each year, form a class gift committee among the seniors to cultivate monthly giving.
17. Evaluate grant opportunities and cultivate those that seem best aligned with this ministry.
18. Overall management of the donor database.
19. Responsible for ensuring that all gifts follow the archdiocesan guidelines and best practices.

Financial & Administrative Responsibilities:

1. Ensure that our development plan is aligned to meet our overall financial need.
2. Provide input to the annual budgeting process & adhere to the development expense budgets.
4. Comply with and help support all business operations policies and procedures as is required of all parish staff.

Skills:

- Fundraising and large donor development.
- Active in the broader Catholic community will be helpful.
- Strategic Financial Management and budgeting
- Identifying and communicating the fruits of our ministry and engaging others in our mission.
- Active Listening – Gives full attention to those that need assistance, taking time to understand requests, asking questions as appropriate and offering the appropriate support.
- Cultivating relationships.
- Time Management – Discerning the appropriate amount of time to devote to the many varied tasks and individuals that need attention
- Oral Expression – The ability to communicate information and ideas in speaking to others so that they will understand.
- Written Comprehension – The ability to read and understand information and communicate effectively in writing as appropriate for the needs of the audience.

Qualifications

- Demonstrate understanding and acceptance of the Catholic doctrine.
- Must be a practicing Catholic demonstrated by regular attendance and membership at a parish in the Archdiocese of St. Paul and Minneapolis.
- College graduate with an applicable degree.
- Supervisory experience required.
- Completion of the Archdiocesan E3 certification.
- Ability to participate in some evening and/or weekend responsibilities as needed.
- Personal vehicle for attendance at outside meetings.

THE RESPONSIBILITIES LISTED ABOVE ARE REPRESENTATIVE RESPONSIBILITIES INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY STAFF MEMBERS ASSIGNED TO THIS POSITION. IT IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF RESPONSIBILITIES AND QUALIFICATIONS REQUIRED FOR THE POSITION.

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization's needs change, my job description will also change.

Incumbent's signature _____ Date _____

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor's signature _____ Date _____

St. Lawrence Catholic Church and Newman Center does not discriminate in any manner contrary to law or justice on the basis of religion, age, sex, race, national origin, sexual orientation, veteran status or handicap in its activities.