



Job Responsibilities & Expectations

Job Title Director of Development	Reports To Pastor	Classification Exempt
Approved By Jennifer L Mills	Approved Date Director of Human Resources	Annual Review Date March 8, 2019

Job Purpose:

The Director of Development is responsible for all organizational development activities, seeking, and obtaining funding by developing and implementing plans to increase charitable giving in order to advance the mission of St. John Neumann Catholic Church and School (SJNCC&S). This position reports to the Pastor and has direct supervisory responsibilities. SJNCC&S is a community of clergy, parishioners, students, faculty, staff and families in Farragut and surrounding areas who are affiliated with the ministerial and educational outreach of SJNCC&S.

Overview of Role:

- Must have a clear focus on, and passion for, finding and building relationships, cultivating and securing private gifts, grants, company sponsorships, and other funding sources
- Must be motivated by the growth of the donor base and have a burning desire to see the financial security of SJNCC&S exceed growth targets
- Must be motivated by leadership, drive, and passion in order to achieve goals and meet deadlines
- Must possess interpersonal influence and charisma in order to help build important donor and volunteer relationships
- Must be comfortable meeting with and gaining the financial support of donors, including individuals with significant personal wealth
- Must be self-managed with a disciplined work ethic and able to work independently and as a member of a broader management team
- Most importantly, must enjoy being a visible face of SJNCC&S, a community who seeks to evangelize, serve and educate all families within our parish boundaries and beyond, while respecting parish boundaries in non-school development efforts

Essential Functions:

- Lead SJNCS annual campaign, achieving budgeted goals for revenue and donor growth
- Lead engagement on any capital campaign (working with any hired counsel) for SJN parish and/or school, achieving revenue and donor participation goals
- Lead comprehensive donor stewardship process, including appropriate donor cultivation and acknowledgment, creating an ongoing “culture of gratitude and generosity”
- Identify and solicit major gifts of \$5,000 or greater
- Ensure donor database meets organizational needs and all donor records are up to date, with timely and accurate reporting of gifts and appropriate actions/follow up items

Job Responsibilities:

- This individual will have a clear focus on, and passion for, finding and building relationships, cultivating and securing private gifts, grants, company sponsorships, and other funding sources

Job Responsibilities & Expectations

- Works in concert with the Pastor, Principal, Parish Business Manager, School Advancement Team, Finance Council to meet and exceed contribution growth targets
- Meets budgeted financial goals of the department
- Identifies and cultivates relationships with individuals that have the financial resources to give a gift of \$5,000 or higher
- Leads donor moves management process
- Provides leadership and direction to the Parish and School Advancement Team
- Provides weekly and monthly reporting to Pastor, Principal and Parish Business Manager
- Establishes short and long-term goals for obtaining private, corporate, and foundation gifts and grants
- Supervises the efforts of all grant-writing activities
- Cultivates donors and volunteers through direct mail, online/social media, specialized campaigns, letters of acknowledgment, and in-person visits
- Works with program staff, as needed, for advertising, public relations and fundraising projects
- Supervises and coordinates activities required to maintain donor and prospect data system
- Supervises [or assists the Pastor] the creation of various communications including the annual report, PowerPoint presentations, executive correspondences, speeches, and website content
- Maintains accurate accounting of all gift income and its sources
- Interfaces with Parish and School Business Offices and Finance Council to fulfill information requests and maintain reporting accuracy
- Participates with Parish and School activities as requested
- Participates in Website development with the School Advancement Team and Parish Office

Job Requirements:

- Must be able to move objects weighing up to 25 lbs
- Must successfully pass all required screening procedures
- Must possess a valid driver's license
- Must be willing to travel if required
- Must maintain any training and certification requirements
- Must be a practicing Catholic and embody the mission and culture of SJNCC&S through behavior and daily interactions
- Regular and predictable on-site attendance is required
- May require work outside of normal business hours

Job Qualifications:

- Bachelor's or Master's degree in Marketing, Business, Communications, or related field and experience is required
- Demonstrated success in Development field
- Demonstrated ability to work collaboratively to achieve defined and measurable goals
- Demonstrated ability to ask for and obtain donations from major donors
- Strong organizational skills and ability to meet timelines
- Strong ability to self-manage, prioritize, and coordinate multiple tasks
- Strong ambassador for the mission of SJNCC&S
- Working knowledge of fundraising databases
- Knowledge of personal computers and MS Office

*This job description is subject to change at any time.