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**Job Title:** Director of Development

**Department:** Parish Operating and Administrative

**Reports To:** Director of Operations

**FLSA Status:** Exempt

### **Purpose of Position**

The Director of Development for Resurrection University Catholic Parish (RUCP) is a professional administrator who reports to the Director of Operations. The Director of Development is responsible for building and executing a development program that financially supports RUCP's expanding operation and growing Campus Ministry program while building healthy reserves for the future. Training will be available to equip the Director for success. Once built, RUCP's development program and department is expected to expand to also encompass management of an overall stewardship program for the parish. The director will oversee a set of fundraising projects, programs, and priorities that result in additional funds being raised for RUCP, including and beyond the offertory, ultimately enabling the parish to further its mission and expand its outreach.

### **Essential Duties and Responsibilities**

- Design and execute an annual development plan for the parish, including
  - identifying key fundraising strategies
  - defining and prioritizing specific donors and donor groups to reach out to, including and especially MSU alumni (Catholics in particular) and parents of current students
  - defining specific donor cultivation and solicitation strategies, including identifying, cultivating, soliciting, and closing gifts
  - establishing a healthy donor pyramid, including encouraging and acquiring major donors in support of the parish
  - implementing special donor events designed to present opportunities for investment in RUCP
  - communicating plans, strategies, and successes to leadership, staff, the parish at large, and any other key stakeholders
- Oversee all matters related to the planning, implementation, management, and support of the development plan, including evaluating all fundraising programs, functions, and donor recognition activities, and modifying as needed for greater effectiveness
- Own and manage the development budget, including
  - contributing to budget planning by proposing an accurate and realistic annual revenue and expense development budget, both recommending goals for the annual fund, major gifts, planned giving, special events and other fundraising initiatives, while also planning for expense and using resources efficiently, always looking for ways to reduce costs
  - monitoring budget and participating in forecasting process, identifying areas where change of practice is needed

- investing funds raised appropriately for maximum return on investment
- Maintain an active pool of prospective benefactors who can support the parish, including building a Montana State University database for RUCP
- Initially, make a minimum of twenty monthly connections with potential benefactors in the form of discovery, cultivation, solicitation, or stewardship discussions
- Achieve initial goal of raising \$200,000 additional annual income through new funding sources and build up from there
- Assist in the scheduling, coordination, and follow-up of face-to-face meetings for the Pastor or other staff and volunteers as appropriate, attending meetings as appropriate and necessary
- Supervise the stewardship process for all benefactors, including but not limited to prompt gift acknowledgement and results reporting
- Establish a Development Advisory Council to recommend policies, plans, and goals for the development plan; meet regularly with Council (quarterly, at minimum)
- Recruit and supervise volunteers for fundraising initiatives, ensuring compliance with *VIRTUS Protecting God's Children* requirements
- Oversee the establishment of policy, procedure, and protocol on all stewardship and development matters consistent with the established mission and policies of the parish
- Keep abreast of, and comply with, any and all applicable fundraising laws
- Design and prepare monthly progress reports for leadership on all fundraising efforts
- Properly use a broad spectrum of media to reach out to donors and potential donors, including social media
- Create copy for our weekly bulletin, including information on stewardship, fundraising initiatives, giving opportunities, etc., aimed at generating interest in, and engagement with financial support of our parish
- Collaborate with parish recordkeeper to clean up and keep current all donor data, records, reports, and acknowledgements
- Maintain strictest confidentiality of all data
- Oversee the selection, execution, and maintenance of computer program(s) for tracking development efforts and stewardship activities, monitoring the database for strategic donor communication opportunities and creating, managing, and tracking those communications (calls, meetings, thank you notes, etc.)
- Build and maintain good working relationships with the Diocese of Helena Office of Stewardship, Foundation for the Diocese of Helena, and consultants as necessary
- Research available grant options, writing proposals and managing the grant award and reporting process
- Future scope of work to include overseeing the implementation of, managing the communications for, and overseeing the flow of donations and pledges for all programs and services regarding philanthropic activity, including
  - Diocesan Annual Catholic Appeal (ACA) campaign
  - Called to Serve capital campaign
  - all other fundraising campaigns and efforts, including seasonal appeals (i.e., Christmas, Easter, etc.)
- Perform additional support duties as assigned by the Director of Operations

## **General Responsibilities**

- Understand basic terminology of the Catholic Church and ministries of the Diocese of Helena in order to maintain effective productivity and relationship
- Identify and internalize the mission of the parish and a nonprofit setting
- Collaborate with Director of Operations to develop realistic plans and set challenging development goals, striving towards achievement of defined goals

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

### *Minimum Requirements*

- Practicing Catholic in good standing with an affinity and passion for the overall mission of RUCP
- Completion of, and ongoing compliance with *VIRTUS Protecting God's Children* training requirements
- Baccalaureate degree or higher
- Thorough working knowledge of Microsoft Office Suite, with advanced knowledge in Excel, Word, and PowerPoint
- Enthusiasm and excellent interpersonal and support skills, fostering effective collaboration and the ability to lead and motivate others, especially donors and volunteers
- Exceptional listening, written, and verbal communication skills, creating accurate and punctual reports, delivering presentations, and sharing information and ideas with key stakeholders
- Ability to work successfully both independently and in a team environment
- Self-initiating and possesses excellent organizational skills allowing for the prioritization of tasks

### *Desired Qualifications*

- Academic degree in Development, Finance, or Communications
- Three to five years of experience in development, including a thorough knowledge of fundraising principles
- Understanding of financial practices of parishes and schools in a Catholic context
- MSU alum and/or deep connections with MSU alumni

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position functions in an office environment with many interruptions. The noise level in the work environment is usually moderate. The position requires frequent travel and daily contact with prospective donors. Some evening/weekend time may be required to plan for and attend fundraising meetings and events.

The above statements are intended to describe the general nature of the work being performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications. The Diocese of Helena and RUCP reserve the right to amend and change responsibilities to meet business and organizational needs as necessary. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.