



1725 S. 11th Avenue · Bozeman, MT 59715 / 406-586-9243

JOB DESCRIPTION

Director of Development

Full-Time, Exempt, Benefits Eligible

Resurrection University Catholic Parish Mission

Resurrection University Catholic Parish (RUCP) is a welcoming Catholic community centered in the Eucharist. Guided by the Holy Spirit, we are sustained by our love and devotion to Jesus Christ as we strive to create unity and fellowship for all with particular service to our neighboring Montana State University community. We seek to grow in holiness and thereby allow God to send us out on mission to joyfully reveal His love to every person we encounter through prayer, education, hospitality, and service.

Position Summary

RUCP's Director of Development is a crucial contributor to the success of our parish mission by designing and executing a fund development program that financially supports our expanding operation and growing Campus Ministry program while building healthy financial reserves for the future. The Director of Development reports directly to the Pastor and works in close collaboration with the Pastor and Development Council. The Director will raise funds by applying fund development strategies to a variety of projects, programs, and priorities, including and beyond the offertory, ultimately enabling the parish to expand its outreach by ensuring the ongoing success of ministerial programs and operations. Once effective, RUCP's development program and department is expected to expand to encompass management of an overall stewardship program for the parish.

Essential Duties and Responsibilities

- Collaborate with the Pastor to design an annual and five-year strategic plan for RUCP's overall fund development and operational budgets, being sure to address:
 - setting challenging goals for annual, major and planned gifts, with annual gifts as the priority, that support ministerial and operational expansion and prosperity
 - defining key fundraising and specific donor cultivation and solicitation strategies, including identifying, cultivating, soliciting, and closing gifts, followed by prompt gift acknowledgement
 - defining and prioritizing specific donors and donor groups to approach, including and especially MSU alumni (Catholics in particular) and parents of current and former students
 - establishing a healthy donor pyramid, including encouraging and acquiring major donors
 - planning and implementing special donor events which could include benefactor dinners and receptions, tailgates, and other development events, primarily for the purposes of donor cultivation and stewardship
 - managing the foundation grant application, award and reporting processes
 - oversee the establishment of policy, procedure, and protocol on all stewardship and development matters consistent with the established mission and policies of the parish
 - keeping abreast of, and complying with all applicable fundraising laws
- Oversee all matters related to the implementation, management, and support of the strategic plan, including
 - representing RUCP positively and professionally, to the highest standard of ethics, while also maintaining the strictest confidentiality of all information

- maintaining an active pool of prospective benefactors, including building a Montana State University network for RUCP
- conducting ten to twenty one-on-one visits monthly with potential benefactors in the form of discovery, cultivation, solicitation, or stewardship discussions
- coordinating and co-attending face-to-face meetings with donors/potential donors and the Pastor (or other key staff and volunteers as appropriate)
- coordinating a broad marketing and communications plan utilizing multiple electronic and print media to reach out to donors and potential donors, especially social media
- overseeing the selection of a CRM system for tracking development efforts and stewardship activities, monitoring the database for strategic donor opportunities and executing upon them ensuring all major steps of the fundraising process are tracked in the system
- recruiting and managing volunteers for fundraising initiatives
- driving towards achieving goals of the strategic plan, including an initial goal of raising at least \$250,000 additional annual income through new funding sources and building up from there
- preparing activity reports regarding the donor cultivation process and prospect pool, and monitoring and reporting on progress towards goals by presenting statistical analyses
- analyzing past and present individual donor data and fundraising programs, identifying trends and developing plans to improve cultivation and stewardship
- effectively and consistently communicating opportunities, strategies, and results to leadership, staff, the parish at large, and any other key stakeholders
- 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, using resources efficiently and always looking for ways to reduce costs
 - monitoring budget and participating in forecasting process, identifying areas where change of practice is needed
 - contributing to investment decisions for maximum ROI of funds raised
- Establish a Development Council to weigh in on policies, plans, and goals for the development plan; meet regularly with the Council (quarterly, at minimum)
- Collaborate with parish recordkeeper to clean up and maintain current donor data, records, reports, and acknowledgements
- Build and maintain good working relationships with the Diocese of Helena Office of Stewardship, Foundation for the Diocese of Helena, consultants and vendors as necessary
- 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 but not limited to
 - Diocesan Annual Catholic Appeal (ACA) campaign
 - Called to Serve and future capital campaigns
 - all other fundraising campaigns and efforts, including seasonal appeals
- Perform additional duties as assigned by the Pastor

Skills and Abilities

- 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
- Be a motivated self-starter who possesses excellent organizational skills, is successful in both independent and team environments, and has the ability to lead and motivate others
- Be flexible and thorough, possessing the ability to formulate action steps to achieve objectives

- Ability to work independently on a variety of projects, within stated deadlines, in fast-paced environment
- Ability to integrate fundraising strategies and drive an overall increase of funding
- Enthusiasm and excellent interpersonal skills, being attuned to the special needs of benefactors, displaying tact, diplomacy, discretion, and sound judgment
- Effective verbal and written communication skills

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 and its Catholic campus ministry
- Baccalaureate degree or higher
- Thorough working knowledge of Microsoft Office Suite
- Must have valid driver's license, good driving record, and access to a reliable vehicle for purposes of traveling to donor meetings
- Register for and comply with *VIRTUS Protecting God's Children* training requirements
- Satisfactory background check and I-9 employment eligibility verification

Desired Qualifications

- Academic degree in Development, Finance, or Communications
- Three to five years of experience with demonstrated success in fundraising and management of a fund development program
- Experience in CRM systems
- Understanding of financial practices and development principles 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.

Interested individuals should contact Frank Shannon by phone at 979-224-2437 or email: frank.a.shannon@gmail.com