



Helping Everyone Take Their Next Step to be more like Jesus

St. Columbkille Parish Job Description

Director of Development - Exempt

Reports to: Pastor

Position Summary: The Director of Development is a member of our Servant Leadership Team who will embrace and promote our Parish Mission: *To help everyone take their next step to be more like Jesus*. The Director of Development will cultivate and maintain relationships with donors in the parish and local community to secure gifts which support the parish mission and will execute a comprehensive development plan for the immediate and long-term financial health of the Parish.

Missional Attributes:

- Dynamic Catholic
- Excellent interpersonal skills
- Welcoming and inviting relationship builder
- Collaborative leader who works well with individuals and in groups to achieve goals in a systematic manner
- Ability to exercise strict discretion and confidentiality
- Possess uncompromising integrity
- Hardworking and self-motivated

Qualifications:

- 5-10 years experience in fundraising, development planning, and cultivating relationships strongly desired.
- Undergraduate degree required in Marketing, Communications, Public Relations, Financial Planning or equivalent field, or extensive relevant work experience. Master's Degree preferred.
- Strong organizational skills and a proven ability to see projects through to completion
- Strategic and flexible mindset and ability to create, execute, and adapt a long-term vision and fundraising plan.
- Experience using data to inform decision-making.
- Experience recruiting and managing volunteers and coordinating activities that utilize volunteers.
- Excellent written and verbal communication skills, ability to write and speak respectfully and persuasively.

Essential Duties & Responsibilities:

- Create and execute a strategic development plan to financially support the parish
- Cultivate and maintain personal relationships in the parish and local community to grow and sustain philanthropic support for the parish
- Coordinate and supervise all parish fundraising efforts to include; School, Athletics, Clubs, and Out-Reach Ministries
- Coordinate and execute development activities to meet parish annual operating needs and ensure long-term sustainability to include:
 - Annual operating and major gifts campaigns
 - Planned Giving and Legacy Planning efforts
- Acknowledge major donors through personalized recognition, both publicly and privately.
- Track and report progress using metrics to evaluate the success of donor engagement efforts
- Create, maintain, and utilize Donor/Donation Data:
 - Analyze data based on tithing trends and giving history
 - Provide analytical data on giving trends to the Pastor and leadership councils
- Conduct data analysis for success measurement and for future planning
- Other duties as assigned by Pastor

Work Requirements:

- The Director of Development will work 40-50 hours per week, 12 months per year, including some evening and weekend hours.
- The position requires regular onsite attendance.
Must maintain Safe Environment certification through the Archdiocese of Omaha throughout employment.

Salary Range: \$75-\$85,000

Submit cover letter and resume to Phil Lenz, Director of Operations at pvlenz@archomaha.org