

**ST. THOMAS AQUINAS PARISH/ST. JOHN CHURCH  
& STUDENT CENTER**

**POSITION TITLE:** Director of Advancement

**MISSION STATEMENT**

*We are a Roman Catholic parish in a university community, joining students of all ages, joining people from all walks of life and from all corners of the world through Jesus Christ, our Lord.*

**VISION STATEMENT**

*As a Eucharistic people, we nurture spiritual growth through worship, evangelization, stewardship, education, service, justice, outreach and hospitality.*

**ROLE OF PASTORAL TEAM MEMBERS:**

Pastoral Team Members have responded to the call to ministry in the unique setting of St. John Church and Student Center, established to serve the pastoral needs of the Michigan State University (MSU) community, and St. Thomas Aquinas Parish established to meet the needs of the East Lansing Catholic Community. As professional ministers the pastoral team members encourage one another to practice their faith lives and continue to develop their relationships with God. The style of ministry employed by the members of the Pastoral Team attempts to model shared responsibility, equality, cooperation, consensus decision-making, mutual support, encouragement, shared faith and prayer. Participation in the prayer life of St. Thomas Aquinas Parish /St John Church and Student Center is a part of their ministry here. As people of faith they gather regularly to plan, evaluate and formulate methods of reaching the goals established for the parish, school and student center. Their experience and insights are shared with each other for the ongoing service of the entire community and for the implementation of the parish and student center mission statement.

**JOB SUMMARY:**

The Director of Advancement supports, encourages, and promotes the vision and mission of St. Thomas Aquinas Parish, St. Thomas Aquinas Parish School, and St. John Church and Student Center. The director enhances relationships between the parish, school and center and their donors and friends, encouraging lifelong financial support through a comprehensive program which includes: researching, planning, managing, implementing and leading all fundraising for endowments, major gifts, and planned gifts; coordinating the annual giving program; cultivating long-term philanthropic relationships with MSU alumni, faculty, staff, and friends, and members, parents and friends of the parish and school; and, developing and maintaining acknowledgement and recognition procedures for all gifts to the parish, school and student center.

## PRINCIPLE DUTIES & RESPONSIBILITIES

1. Oversee all fundraising activities for the parish and student center and parish school.
2. Work with the Pastor and the Parish Finance Council to plan, implement and maintain an Annual Pledge Program for the parish focused on the principles of stewardship.
3. Manage strategies and activities for donor cultivation, solicitation, and relations.
4. Maintain contact with and develop grant proposals for foundations and corporations.
5. Arrange for personal visits to current and prospective donors. Visits may include the pastor, other members of the pastoral team, students, alumni, or other members of the parish community.
6. Develop and maintain a system for personal acknowledgment letters and recognition procedures for all gifts, and insure that all development inquiries and contributions are followed up appropriately and in a timely manner.
7. Review donation and constituent information on a regular basis in order to identify new and existing donors who should be contacted by mail, phone, e-mail or personal visits.
8. Collaborate with the Director of Administrative Services on publications and special events which encourage giving and raise funds for the parish, parish school and student center.
9. Serve as the pastor's liaison to the Senior Ministry, Education Foundation and Parish School Tuition Assistance Committee.
10. Develop an annual budget for the Advancement function.
11. Assist the pastor and Finance Council in annual revenue goals.

## JOB QUALIFICATIONS

The Director of Advancement is required to have a bachelor's degree in philanthropy, business administration, or related field. Three years of fundraising experience is required.