

Development Director

Company:	Our Lady of Guadalupe Parish, Our Lady's School
Location:	San Diego, CA
Reports to:	Pastor
Type:	Full Time, Regular
FLSA Status:	Exempt
Salary Range:	\$95,000 - \$120,000 annually with benefits

Position Overview

Our Lady of Guadalupe Parish and Our Lady's School seek a dynamic and experienced development director to raise the funding needed to take both the parish and the school to a new level of service. At current levels, both parish and school can continue with operations. But to expand the mission by serving more low-income families and offer more building space for transformative meetings of existing groups, significant sources of new funding must be garnered. The parish and the school aspire to formulate a strategic plan, which would include but not be limited to the following: fine tuning an annual fund for the parish and the school, engaging a capital campaign of \$10-15M to build a new parish building, and raising sufficient funds and endowment for the school to one day be tuition-free. This individual will be charged with formulating the funding aspect of this plan.

As we move towards that plan, this individual will meanwhile work to set up a development office, as he or she raises the funds to support such an office. Currently, the office exists of a full-time development assistant, an alumna of the school who is eagerly learning this field. The Parish is funded largely by Sunday and weekday collections, while the school is supported through tuition, foundations, and private donors. Both institutions, which are under one umbrella, need to break into the local San Diego philanthropic community, capitalizing on how each institution contribute to making San Diego, and more specifically Barrio Logan and Logan Heights, the special places they are. This individual will need to articulate case statements that make the parish and school a compelling beneficiary of generous donors.

Essential Duties and Responsibilities *include the following.*

- **Donor Outreach**
 - Implement a Moves Management Strategy
 - Work with key stakeholders of Parish and School to identity top 150 prospects and donors
 - Set-up 1x1 meetings with donors to better understand why they give and what their potential for future giving may look like.
 - Formulate annual Thanksgiving/Christmas and/or spring appeal mailing to donors.
 - Facilitate important pastor and principal donor engagement interactions, including prospecting, cultivation, solicitation, and stewardship activities.
- **Database management**
 - From existing files, staff, and friends of the parish and school, begin to create a database of donors and potential donors.
 - Update records with pertinent donor interaction information within 24-48 hours.

- Expand the use of database system Virtuous, currently being used by the school, to the parish, to have one, cohesive donor database for parish and school.
- Manage on-line donor campaigns (Classy for OLS, Our Sunday Visitor for OLG Parish).
- **Development Advisory Groups**
 - Create such groups for parish and school
 - Be in regular communication with members of the group for recommendations of potential donors
 - Reach out to other Jesuit works and non-profits for best practices.
- **Financial Reports**
 - Work with bookkeepers of parish and school to prepare annual fundraising reports.
 - Assist grant writer for school in developing budgets for foundation applications.
 - Keep pastor and president up to date with fundraising reports.
- **Invite major donors to special events** (Golf Tournaments, Galas, kermes, Our Lady of Guadalupe celebration, etc.)
 - Supervise Development Assistant who oversees special events, from mailings (save the dates, invitations, thank you letters) to event implementation.
 - Keep record of RSVP's, strategize about major donors' role.
- **Stewardship Activities mailings**
 - Send Thanksgiving cards with personalized messages (label envelopes, cards, etc.).
 - Annual reports (compose these in collaboration with pastor and principal).
 - Send acknowledgement receipt letters adhering to IRS guidelines.

Complete other work associated with fund development as needed.

Supervisory

- Supervises Development Assistant and volunteer grant-write for Our Lady's School.

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.

- Established reputation as a development director with at least 5 years' experience.
- Excellent people and communication skills, written and oral. Compelling personal presence.
- Proficient in technology (MS Word, Excel, PowerPoint, able to learn database system)
- Highly organized and self-motivated. Entrepreneurial.
- Passion for the mission of the parish and the school—to accompany pastorally families of the Logan Heights and Barrio Logan areas and beyond, and to educate young people, mostly children of 1st, 2nd and 3rd generation immigrants, forming them in the Ignatian tradition of becoming young men and women for others.
- Able to work independently and also as part of a team.
- Willingness to share office space.

Other Skills and Abilities

- Bilingual in Spanish and English preferred.

Physical Demands

While performing the duties of this job the employee is regularly required to remain in an office at a computer workstation and access information from a computer and use a telephone. The employee is required to be mobile to, from, and within the parish and school grounds, as well as maneuver throughout the parish and school facilities to attend meetings, briefings, and other work-related events. The employee may be required to conduct trips to, from, and within various city and county-wide locations to attend meetings or events. The employee must occasionally lift and/or move up to 15 pounds.

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.

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Our Lady of Guadalupe Parish and Our Lady's School, as part of the San Diego Catholic Diocese, is committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, gender, national origin, genetics, disability, age or veteran status.

How to Apply: To apply, submit the following items to Fr. Scott Santarosa, S.J. at ssantarosaj@olgsd.org. Please include the position "Development Director" in the subject line. No phone calls, please.

- Resume
- Cover letter