

St. Joseph's Catholic Church of Grand Rapids, Minnesota
POSITION DESCRIPTION

Title: Development Director
Directly Responsible to: Parish Administrator and Pastor
FTE: 10-15 hours per week
FLSA Status: Hourly
Position Description:

The Development Director's role includes planning, coordinating and implementing a comprehensive development program, while working within the missions, policies and workplans of *St. Joseph's Catholic Church, St. Joseph's Catholic School and St. Joseph's Catholic School and Church Endowment Funds.*

A. Essential Duties and Responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned. The duties include the following:

1. Manage (along with Business Manager) CDM Data Base of current and potential donors: parishioners, alumni, businesses and community members.
2. Prepare and administer a 12 month plan for communication with above donors.
3. Develop and maintain informational materials to educate individuals on all aspects of potential giving.
4. Prepare and execute a plan for the acknowledgement of gifts, donations, bequests to church, school or endowment funds.
5. Provide planned giving seminars for individuals or groups in the church/school community.
 - Maintain guest registrations and follow up communication.
6. Develop relationships with parishioners and school alumni.
7. Attend the Endowment Investment Committee meetings and Finance Council as needed. Prepare reports as needed/requested.
8. Attend educational seminars and meetings on planned giving.
9. Research grant opportunities.

B. Knowledge , Skills, Abilities and Competencies Required:

1. Computer Experience with Microsoft Office Suite.
2. Excellent written and oral communication skills.
3. Knowledge of the parish and the community
4. Self-motivated. Able to research and implement new ideas and strategies.
5. Demonstrate leadership qualities.
6. Problem-solving skills in dealing with volunteers, donors, staff and public.

Physical Demands This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands and fingers, hands or feet and repetitive motions, frequently requires speaking or vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____