



Title: Advancement Director
Hours: Full Time Position with primarily daytime Monday – Friday, but will include some weekend and evening) hours
Reports to: Director of Operations

General Description:

Responsible for raising vital funds for St. Patrick's by developing, executing, managing and administering St. Patrick's development and advancement programs. With the support of the Advancement and Finance Committees, the Advancement Director will implement a multi-level Advancement plan that will include parish and school annual appeals, planned giving, major donor, corporate and business, foundation, endowment, and direct mail efforts.

Essential Job Functions:

- Plan, coordinate and execute the parish and school annual appeal efforts
- Plan, coordinate and execute education on planned/legacy giving through various efforts, such as, seminars, direct mail, phone calls, etc.
- Identify, cultivate and secure legacy giving donors through wills, life insurance, trusts and retirement plan designations for the Foundation and Endowments. Where possible, seek verbal or written documentation of the dollar value of legacy gift commitments
- Collaborate with Advancement Committee and Engagement & Events Director to establish annual fundraising event goals, sponsorship levels and opportunities and responsibility to achieve goals
- Identify and partner with the pastor to establish parameters and schedule of who will communicate and meet with major donors
- Identify, cultivate and solicit current and potential donors and sponsors for fundraising events, targeting gifts of \$10,000 and above. This includes initiating appointment requests through phone calls and contact letters, scheduling appointments and making the ask
- Prepare individual communication, cultivation and solicitation plans for each major gift donor/prospect to include gratitude phone calls, personal notes, invitations to special events, timing and approach of next ask
- Oversee donor management system to ensure records are kept up to date, and necessary information is included
- Oversee timely acknowledgement of gifts or donations through thankyou letters and yearly contribution reports with the collaboration of the Engagement & Events Director and Accounting Office
- Research and write grant proposals that support the school's long-range plan as well as the church's long range capital improvement plans
- Assist the Principal, Pastor and other appropriate personnel in cultivating relationships with major donors and local foundations
- Provide leadership in St. Patrick's capital campaign efforts. Coordinate and manage follow up once a campaign consulting firm has ended its contract

Knowledge, Skills, and Abilities

- Practicing Catholic with deep knowledge of the Catholic faith, liturgy, sacraments, and teachings of the Church desired
- Sensitive to others, approachable; must have utmost integrity and understanding of confidentiality
- Self-starter with the ability to handle multiple, competing priorities, highly adaptable
- Commitment to personal spiritual growth
- Excellent oral and written communication skills, effective listener
- Outstanding organizational skills, attentive to details
- Exceptional interpersonal skills, ability to work collaboratively
- Highly skilled in Microsoft Excel and accounting software; competence working with technology
- Safe Environment Training certification; must be obtained within 30 days of hire

Education and Experience

- Undergraduate or bachelor's degree in related field preferred
- Three to five years of related job experience required; development/advancement experience strongly desirable