



## Guardian Angels Parish & School

### **JOB DESCRIPTION**

#### **GUARDIAN ANGELS PARISH AND SCHOOL**

Position Title	Development Administrator
Location	Guardian Angels Parish and School
Reports to	Business Manager and Financial Operations Board
Status	Full Time (40 hours per week)

#### **POSITION SUMMARY:**

The Development Administrator will implement and fulfill the Parish and School's philanthropic goals. Reporting to the Business Manager and Financial Operations Board, this role has a unique opportunity to significantly impact and support the parish and school's mission. This administrator will provide leadership and strategic vision to an advancement team that manages and implements parish fundraising initiatives. This person will lead the strategic planning while collaborating with the business office and key volunteers to prepare for and conduct donor solicitations and engage and cultivate potential donors through the various campaigns and targeted enrollment promotions. Additionally, the ideal candidate will be responsible for sustaining and strengthening the parish's comprehensive annual giving. The Development Administrator must comprehend the advantages of the Catholic parish mission and be able to effectively communicate the mission, vision, and programs to internal and external audiences.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

- Oversee development and fundraising strategies in collaboration with the Pastor, Principal, Business Manager, and the Financial Operations Board
- Cultivate and maintain relationships with donors and benefactors
- Oversee development of communication materials related to giving
- Develop and maintain a team of volunteers from the community
- Track and analyze giving trends and donor engagement
- Identify and pursue grant opportunities, where appropriate
- Oversee maintenance of the donor database and ensure confidentiality of all donor information

## OTHER OR SHARED RESPONSIBILITIES:

- Collaborate with other Staff in planning common projects
- Execute other duties as assigned by the Business Manager

## POSITION SPECIFICATIONS/REQUIREMENTS:

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, skills, or abilities.

1. Be ardently Catholic and passionate about parish and parochial school ministry
2. Proven ability to lead, supervise, and oversee sales and marketing initiatives
3. Be a strong communicator. Be an effective writer for the purposes of marketing the Parish and School. Be personable, friendly, and lucid in all written and verbal communications with donors, prospects, community members, volunteers, staff, and others
4. Have a track record of effective project management. Be able to manage multiple projects simultaneously while ensuring successful outcomes on time and within budget
5. Reasoning Ability: Ability to solve problems, make sound decisions, and deal with a variety of concrete variables
6. Computational Skills:
  - a. Ability to read, prepare, and report expenses for major events and programs
  - b. Proficiency in Word, Excel, Outlook, and PC. Proficiency in Constant Contact and Canva is a plus.

## Additional Requirements

1. Must pass a background, criminal, and reference check.
2. All employees of St Gregory the Great must be SafeParish trained and be current on their quarterly bulletins
3. Must be able to pass a drug test.

## Working Environment

1. Some weekend and evening work hours are required.
2. Employees of Guardian Angels will know the Catholic faith, have a willingness to work for a Catholic, faith-based agency, and adhere to the policies of the Catholic Church.
3. Employees will not publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United

States Conference of Catholic Bishops. The requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

PLEASE SEND A COVER LETTER AND RESUME TO:

Mark Dulle  
Business Manager  
Guardian Angels Church Parish and School  
[mdulle@gaparish.org](mailto:mdulle@gaparish.org)