

## **DEVELOPMENT DIRECTOR JOB DESCRIPTION**

### **I. IDENTIFYING INFORMATION**

**Position Title:** DEVELOPMENT DIRECTOR FOR ST. LEO, ST. BONIFACE & ST. THERESE  
**Status:** Full-time, Exempt, 12 months. This position is 20 hours per week for St. Leo, 10 hours for St. Boniface Church & School, 10 hours for St. Therese

### **II. PRIMARY FUNCTION OF THIS POSITION**

The Director of Development plays a key role in the advancement of St. Leo's, St. Boniface's, and St. Therese's important mission and purpose. She/he will be responsible for the planning, coordination, direction, and management of St. Leo, St. Boniface, and St. Therese development and is directly responsible for the implementation and execution of activities associated with all fundraising activities including the annual fund, planned-giving, four grand, the fish fries and any other activities that advance the important work of St. Leo, St. Boniface, and St. Therese.

### **III. POSITION CONTENT**

#### **A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

- Work with the Director of Finance to develop financial plans to long range goals to maintain all parishes' financial health.
- Assures the development and implementation of a comprehensive public relations and communications plan for all parishes.
- Editor and publisher of the quarterly newsletter at St. Leo.
- Maintains and updates the parish websites and social media accounts for each location or works with the person already doing these at each location.
- Works with the following people at all locations: parish leadership, staff and parishioners; benefactors, donors and volunteers, local civic and business leaders and area residents.
- Recruits volunteers for parish ministries.
- Plans, directs and assures the implementation of annual spring and fall appeals at St. Leo.
- Plans, directs and assures the implementation of appeals needed for St. Boniface and St. Therese.
- Engaging and participating in all fundraising activities for all locations to develop a consistent and organized approach to fundraising. These include festivals, 4 Grand, fish fries, and raffles. Other fundraisers as needed.
- Plans and directs the implementation of any programs which provide opportunities for potential donors to invest in all locations for major gifts, bequests and deferred giving.

- Establishes and maintains partnerships of time, talent and treasure with other parishes and groups, including ongoing communication with partners.
- Plans, directs and implements parish stewardship program for all locations. Ensures thank you letters for gifts of time, talent and treasure have been written all locations.
- Researches appropriate grant opportunities and prepares grant applications for both parishes and school needs.
- Maintains a level of knowledge and skills required to serve as Development Director by professional reading, attendance of workshops or conventions and participation in professional organization
- Create and maintain an Amazon Wish List as items are needed at St. Leo - send list out at the beginning of every month to partner parishes.
- Recruit, Retain, and managing of volunteers at the St. Leo Church and food pantry, as well as large groups who come for a one-time project or annually.
- Recruit and work with volunteers at St. Boniface and St. Therese to help keep them engage.
- Attends quarterly St. Leo Food Pantry Board Meeting to report what is needed.
- Oversee Monthly Sponsors for the St. Leo Food Pantry - marketing in the bulletin, and Food Pantry Sign.
- Works with each day of coordinator on needs and projects at the St. Leo Food Pantry.
- Works with administrative assistant at each location to maintain the Parish database with entry of gifts, donor information, etc.

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGES AND/OR ABILITIES (SKAs)**

- Ability to effectively manage numerous projects simultaneously and work independently.
- Ability to work well with other staff and volunteers in a collaborative effort.
- Personal integrity and awareness of ethical principles, willingness to accept assignments involving flexible work hours.
- Experienced in database management.
- Skilled in use of Word, Excel, and Publisher. Ability to record and provide written reports.
- Available to accept and receive donations as needed.
- Dependable transportation and sufficient insurance.
- Knowledge of Catholic faith.
- Must be able to perform all essential functions with or without accommodation and essential functions need not be delegated to other employees in the event of such a request from an employee or their physician

##### **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Bachelor's Degree or 4-6 years of related work experience

## **V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

- Grants have been written for all churches and the school.
- St. Boniface and St. Therese needs to see that 10 hours are spent each week on development at each location
- Verifiable attempts are being made to engage with new and existing volunteers at each location
- Verifiable attempts are being made to increase gifts and donations

## **VI. WORKING ENVIRONMENT**

The development director typically works the normal work week. Occasional evenings, weekends and overtime are required. Due to the nature of each churches' missions, it is necessary for staff members to work as a team and are gratefully asked and expected to cover and assist, within reason, when other staff members are out of the office.

Employees of St. Leo the Great Catholic Church, St. Boniface Catholic Church, and St. Therese Little Flower Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Leo the Great Catholic Church, St. Boniface Catholic Church, and St. Therese Little Flower Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor 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. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

## **VII. ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description. This job description is subject to change as needed.**

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**Applicant Signature**

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**Date**