

Saint Bede Catholic Church

Job Description – Director of Development

FLSA: Exempt

Job Status: Full Time

Reports to: Pastor

Position Summary/Purpose:

While the Director of Development is the principal fundraising staff member for Saint Bede Catholic Church, the position encompasses all aspects of the development process within the parish. This person should demonstrate the ability to quickly build relationships with individuals to engage them to support of the Saint Bede mission of forming disciples who create disciples in our families, parish, and throughout greater Williamsburg.

These relationships touch all aspects of parish life and include, but are not necessarily limited to, regular monthly giving, debt reduction, capital campaigns, major gifts and planned giving. This position manages and oversees the use of fundraising software, analyzes and reports data, and participates in the design and execution of special events related to stewardship.

In collaboration with the Pastor, the Director of Development plans and implements all fund-raising strategies with the guidance and assistance of the Development Advisory Committee. These strategies can and should form the basis for initiatives that promote the development process through the use of similar volunteer committees.

The Director of Development maintains an active donor recognition and stewardship program to assure accountability and extend relationships with funders. This position facilitates the identification, cultivation and solicitation of prospects. The Director will also develop annual stewardship programs that encourage gifts of time, talent by creating an advisory committee to recruit volunteers to assist with development projects.

Responsibilities and Duties:

This position is responsible for developing and implementing a successful fund-raising strategy for a parish of 3,054 families in order to increase regular monthly giving, repay the existing debt and raise funds for future projects identified by the pastor and approved by the Finance Council, and other duties as assigned by the pastor.

Leadership and Planning

- Actively work to create a comprehensive development plan for cultivation and solicitation of support from individuals in the Saint Bede community bearing in mind the Parish's focus on New Evangelization
- Craft a major donor campaign in conjunction with the Pastor and the Finance/Pastoral Councils
- Participate in the planning and execution of special events including donor recognition opportunities
- Engage staff and volunteers for assistance with events
- Assess and track parishioner involvement in ministries; monitor follow-up to ensure that leaders are contacting parishioners who have shown an interest in becoming involved in ministry

Research, Cultivation and Solicitation

- Cultivate donor relationships at all levels and work to raise the giving levels of all donors

- Research prospects and establish priorities for solicitation
- Manage and execute strategies for cultivating and soliciting donations
- Network within local community organizations (i.e. CWF, William and Mary)
- Contact potential donors and secure on-going financial support for the Parish
- Build and implement annual stewardship programs that encourage gifts of time, talent and treasure
- Complete prospect research for major gift donors (\$25k and above) and other sources to support parish fundraising efforts
- Implement plans for maintaining a large base of smaller, annual individual donors

Operations

- Monitor all donor information and provide statistical analysis for parish leadership
- Develop reports and documents for leadership and decision-making purposes
- Assure that databases are properly managed and current
- Identify and recommend fund-raising software
- Ensure complete security and confidentiality of all donor information
- Ensure correspondence (including letters of appreciation and donors' tax purposes) are strategic, appropriate and timely

Performance Appraisal: The pastor will conduct an initial appraisal within 180 days of employment followed by an annual appraisal.

Working Condition: Position is full time (35 hours per week). Occasional night and weekend hours may be required throughout the year.

Qualifications:

- Bachelor's Degree and three to five year of demonstrated development experience. Must have a significant record of success in fundraising including the demonstrated ability to solicit and close major gifts from individuals
- High level of proficiency with all computer tools; the ability to select, install and maintain donor database software; experience with fundraising database software is a plus; and a working knowledge of internal and external communication technology; willingness to learn new software and programs
- Catholic in Good Standing; A solid knowledge, understanding and appreciation of the Catholic Church and its teaching and culture is preferred
- Ability to understand the role of individuals and groups in philanthropy and the ability to manage complex organizational detail
- Ability to take on responsibility, work independently and be flexible in a changing environment
- Excellent interpersonal, verbal and written communication skills
- Some occasional travel is required

Benefits: As outlined in Called to Work in Harmony

Interested candidates should send a cover letter, resume, and [Diocesan application](#) to Kathleen Nolan, Saint Bede Catholic Church 3686 Ironbound Road Williamsburg, VA 23188, at knolan@bedeva.org