JOB DESCRIPTION

ST. TERESA OF CALCUTTA
DIRECTOR OF ADVANCEMENT & DEVELOPMENT

The purpose of this position is to develop and implement a comprehensive development program for St. Teresa of Calcutta Catholic School. The Director of Advancement & Development involves a diversity of school and parish community membership which includes: faculty, students, families, parishioners, as well as the general public, in accomplishing the school’s developmental mission.

Reporting Function: reports to Executive Principal and/or Executive Pastor

Duties include:
❖ Directing the school’s development plan. Establishing short (annual) and long (3-5 year) range goals and objectives.
❖ Grant writing.
❖ Facilitating the development and publication of an articulated, written case statement about the school, which tells the story of Catholic education and includes the school’s philosophy, values, mission, and public and community contributions.
❖ Developing and implementing a comprehensive public relations and communications plan.
❖ Establishing: annual appeal/fund program, alumni association, endowment fund, EITC & SPE funding for scholarships, major gifts/corporate sponsorship program.
❖ Establishing a student recruitment program. Researching and identifying prospective students.
❖ Serving as staff to school development committee and working with cooperating parish councils as able.
❖ Coordinating fund-raising activities for school.

Position Analysis:
❖ Full-time. M-F during school year with occasional weekend events; reduced hours during the summer.
❖ Thorough knowledge with ability to organize, create, and implement development efforts through the use of marketing techniques.
❖ Knowledge of church organizational and operational procedures.
❖ Effective communication both written and oral.
❖ Creative, competitive, resources in an organization that has an infinite amount of needs and a finite amount of financial resources.
❖ Use of computer and digital devices, office equipment, social media.

**Educational/Work Requirements:**
❖ Minimum of Bachelor's degree in communications, finance, AND/OR equivalent combination of education and experience in a comparable field with 5-8 years experience in a comparable position.
❖ Experience in development preferred.
❖ Bilingual in Spanish is preferred but not required.
❖ Continuing education is required (maintain knowledge of tax codes affecting charitable giving, running direct mail and advertising campaigns for planned giving, maintain knowledge of skills to effectively serve as director). Will be accomplished via reading material related to profession, attending workshops/conventions, participating in local, regional and diocesan professional organizations as approved and appropriate.
❖ Must have a valid driver's license.
❖ Must be a practicing Catholic in good standing.