

OUR LADY QUEEN OF PEACE PARISH & SCHOOL EMPLOYMENT OPPORTUNITY

Development Director – .75 (30 hours per week)

The position is responsible for researching and executing development efforts as approved by the pastor. Specific areas of responsibility include donor relations, marketing, stewardship, development support for the Catholic Multicultural Center (CMC), school, alumni and events (including volunteer coordination). *Supervises Development Assistant.* Some evenings and weekend hours required.

- **Planning:** In conjunction with the Development Committee of 5-8 parish members, propose, implement and sustain a development process or “Strategic Plan for Development”
- **Stewardship:** Facilitate annual stewardship appeal, annual Catholic appeal, and other occasional projects
- **Membership:** Oversee new member welcome, Engagement, Follow-up and Recognition
- **Financial Appeals:** Facilitation of Annual Stewardship Appeal, and Annual Catholic Appeal
- **School/Alumni:** Act as liaison to the QP Alumni Association, prepare semi-annual alumni newsletter, assist principal with school enrollment efforts and parish with endowment efforts.
- **Donor Relations:** Create and maintain system to increase major gifts and planned giving

The ideal candidate will have:

- Bachelor’s degree in business, marketing or nonprofit leadership with fundraising and/or marketing background; CFRE preferred
- A strong understanding of development principles, ethics and processes
- Excellent written, verbal, and listening skills
- Strong PC skills, experience with Microsoft Suite, and ability to learn a church-centered database
- Some knowledge of HTML

If interested, please send cover letter and resume to Jeanne McLellan, Parish Administrator: jeanne.mclellan@gopc.org.