

JOB POSTING

To apply please send your resume along with a cover letter to Mr. Brock Carpenter, Principal, at Sacred Heart School: 3901 Cassia Boise, ID 83705

We will accept applicants until Friday Dec. 14th. Interviews will be held the week of Dec. 17th and the job will start 1-7-19.

Sacred Heart Catholic School

Position title: Director of Development (Part Time less than 20hrs)

Reports To: Principal

Primary Purpose:

The Development Director, in conjunction with the Principal and Business Manager and Advisory Board will develop and implement a cohesive fundraising plan for Sacred Heart Catholic School and Catholic Schools Foundation of the Sacred Heart. The intent of the plan will be to develop a growing source of financial support to promote the mission of the school. The Development Director will be responsible for expanding the base of financial support from a broad range of sources by building and maintaining relationships with Sacred Heart's parishioners, donors and the general public.

Essential Functions and Major Responsibilities: (The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change).

1. Assist the Principal, Pastor, and Advisory Board in creating a School-wide fundraising vision or mission. Directs said development plan.
2. Work with parish and school staff to develop and maintain a database of Sacred Heart Alumni, parents, donors, grandparents, parishioners, potential donors, etc.
4. Create and implement a plan for soliciting Memorial and Bequest donations. The plan should include the design and production of materials to promote and communicate the request for memorials and bequests. The implementation of the plan should include strategies and activities for donor cultivation, solicitation and relations. Assures the development and implementation of a comprehensive public relations and communications plan. The development director facilitates the promotion of an articulated, written case statement about the parish/school which tells the story of mission, and public and community contributions.
5. Raise amount above and beyond their salary.

Necessary Job Skills

Thorough knowledge of the principles and practices of fund development (major/planned giving), with recognized ability to organize, create and implement development efforts through the use of marketing techniques. Knowledge of Catholic Church organizational and operational procedures is required. Ability to communicate effectively with all constituents (parish, school, Diocese, general public, etc.), both verbally and in writing is a necessity. Public presentation skills are a must.

Ability to present, inform and motivate individuals and groups about Sacred Heart 's mission and Vision. Persistent, persuasive and consistent in the contact, follow through and completion of acquiring donors and gifts.

Position requires creativity, decision-making, interpersonal skills, use of discretion, teamwork, negotiation, independent problem solving, service orientation and a love of our Catholic Faith.

Director must be competitive and resourceful in an organization that has an infinite amount of needs and a finite amount of financial resources.

Knowledge of basic computer software and all basic office equipment is required. Proficiency in working with software to maintain data, relationships and to develop marketing materials will be necessary.

- Preferred Education and/Or Experience in marketing/development
- Bachelor's Degree required
- Ability to lead multiple long and short term projects simultaneously, meeting all related deadlines: ability to plan, prioritize, coordinate and manage own work: ability to work unsupervised and to make decisions and solve problems independently, effectively and creatively
- Practicing Roman Catholic