

## **DIOCESE OF RAPID CITY**

### **JOB DESCRIPTION**

- TITLE:** **Director of Development**
- QUALIFICATIONS:** Bachelor's degree in business administration or related field. Knowledge of effective fundraising strategies and techniques for small to medium-sized nonprofits. Experience building and maintaining a contact management system of donors in which planned donor contacts are initiated from the development office based on capacity to give and affinity with the diocesan activity or program. Self-starter, good communication skills, experience in public relations, strong interpersonal relationship skills. Demonstrated success with planned giving programs.
- REPORTS TO:** Chief Financial Officer
- EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6: Performance Review.
- TERMS OF EMPLOYMENT:** Full Time/Director/Exempt
- JOB FUNCTION:** The Director plans, organizes, implements and evaluates all philanthropic activities for the support and benefit of the Diocese of Rapid City including but not limited to the Annual Appeal, Annual Giving Society, Estate gifts and special needs gifts. The Director is responsible for grant applications and the management of fundraising programs. Ensures all activities are conducted in support of the mission, philosophy and values of the Diocese of Rapid City and the Roman Catholic Church. Supervises and trains a Grant Writer and the Assistant to the Director of Development.
- COMPUTER SKILLS:** Demonstrates proficient computer skills and familiarity of Microsoft Office software applications including Outlook, Word, Excel and PowerPoint. May also require the ability to use Access, and desktop publishing software as required. Ability to learn and effectively use various data collection and database management systems to record data as required. Demonstrates familiarity and proficiency with Internet tools and techniques for searching, extracting and processing information.

**PERFORMANCE RESPONSIBILITIES:**

1. Collaborates with the Bishop's Cabinet to craft a comprehensive development strategy to enable sustainable growth and achievement of the strategic goals of the Diocese of Rapid City.
2. Builds and maintains a contact management system of donors which incorporates the latest fundraising methodologies in which planned regular donor contacts are initiated from the development office based on interest and ability to give.
3. Ensures that potential donors identified with significant charitable ability are partnered with advocates for the diocese to cultivate financial support for the diocese.
4. Creates, tracks and reports on giving goals by category to the Bishop and Chief Financial Officer of the Diocese of Rapid City.
5. Develops and maintains a network of volunteers throughout the Diocese of Rapid City which promotes the vision of the Diocese to people in their community.
6. Develops and implements policies and programs which promote a greater understanding of the financial needs for the ministries and services provided by the Church in western South Dakota.
7. Reports regularly to the Diocesan Finance Council on development, major gifts, planned giving activity and contacts including proposed contacts.
8. Provides guidance and mentorship to pastors, parish finance councils and school officials regarding fundraising and the art of acquiring grants.
9. Develops, plans, organizes and directs the annual diocesan appeal for current operating budget.
10. Is responsible for the creation, production and distribution of all internal and external brochures, exhibits, audio and visual aids, newsletters and other printed materials for the Development Office.
11. Maintains a timely process for appropriately thanking all donors for gifts made to the Diocese of Rapid City.
12. Manages and understands the diocesan data base of Catholic families and efficiently administers the requirements for appeals, pledges, pledge payments, pledge payment reminders, tax receipts, reports, thank you letters, and other donor related requirements. Plans and oversees efficient transfer of data between diocesan database and Customer Relationship Management database.
13. Manages the Development Office and supervises the performance of its employees.
14. Submits and monitors annual Development Office budget.
15. Maintains open communications with the Bishop in all areas of responsibility.
16. Maintains a safe and orderly work area.

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17. Provides for his/her own spiritual and professional growth including obtaining an appropriate fund raising certification.
18. Assists in promoting a positive and hospitable office climate.
19. Speaks positively about the Diocese of Rapid City.
20. Other duties as assigned.