



TITLE: Director of Development

CLASSIFICATION: Exempt

REPORTS TO: Executive Director of Operations

TERMS: Full-Time/Permanent

GENERAL DESCRIPTION:

St. Mary's Catholic Center seeks a highly motivated professional leader who enjoys people, is mission-driven, and who possesses both advancement management skills along with deep experience in cultivating and soliciting major donors. A public ambassador for St. Mary's Catholic Center, the Director of Development must be a relationship-builder and a committed advocate for the mission of St. Mary's. The Director of Development will have a leadership role in shaping and achieving a broad range of strategic goals relative to St. Mary's philanthropic support. These goals which aim to ensure a sustainable long-term future for the organization include the management of the annual giving program and expanding its capacity to raise planned and major gifts, as well as the management of small to medium sized campaigns. The Director of Development reports to the Executive Director of Operations, oversees the development team, and works in close partnership with the Pastor, Advancement Council, pastoral staff members, and a wide range of St. Mary's volunteers and constituencies.

ORGANIZATION OVERVIEW:

St. Mary's Catholic Center at Texas A&M University has the mission to form apostles for the Church and the world. We are a ministry of the New Evangelization who believe in exercising a dynamic orthodoxy, faithful to the Church's instruction, engaging and fervent, and in a manner that reaches the hearts of the faithful and the unchurched. The Director of Development is a member of the administration team at St. Mary's Catholic Center. The first priority is the care of persons through the evangelization and pastoral care of the students and members of St. Mary's. An important value of our parish staff is reliance on prayer, thus we enjoy the opportunity to begin each day of work in Eucharistic Adoration.

MAJOR RESPONSIBILITIES AND DUTIES:

St. Mary's Catholic Center has recently completed two capital campaigns totaling \$45 million. The Development Team is now tasked with raising approximately \$4 million per year in support of the St. Mary's Annual Operating Fund. This fund allows the ministry to serve more than 5,000 college students who call St. Mary's their spiritual home.

Specific duties include but are not limited to:

- Provides strategic and director-level leadership in building St. Mary's fundraising program, while concurrently being a hands-on, major gift cultivation and solicitation professional.
- Generates and achieves plans to accomplish fundraising to achieve St. Mary's strategic goals and annual operating budgets.
- Conducts major gifts cultivation, solicitation, and follow-up throughout St. Mary's donor database.
- Identifies new prospects and cultivates positive, long-term institutional relationships with current and potential donors.
- Creates cultivation opportunities for the Pastor and volunteers.

- Supervises and mentors the development team responsible for gift processing, donor relations, annual giving, recurring giving, grant writing, and event planning.
- Ensures administrative duties related to donor acknowledgements and database management are accomplished in a timely and effective manner by support staff.
- Effectively engages the Advancement Council, Campaign Committees, and Aggie Catholic Ambassadors in fundraising.
- Prepares and monitors departmental budgets
- Prepares concise and informative reports for the executive team and Advancement Council.
- Provides technical assistance and serves as a liaison to volunteers and staff on fundraising and communications.

QUALIFICATIONS

- To be a successful staff member at St. Mary's the candidate will possess a servant's heart.
- At least five years of progressively responsible fundraising experience and leadership, including demonstrable management skills and ability to steward a multi-faceted development program.
- Successful track record in prospect research, cultivation, and the direct solicitation of major gifts. Preference will be given to candidates with proven ability to generate gifts of \$25,000 and above, and with professional experience spanning the full spectrum of philanthropic fund development (major gifts, planned giving, annual giving, prospect research, proposal development, special events, etc.).
- Proven ability to think strategically, generate and implement successful fundraising plans, measure outcomes, and adjust strategies to maximize goal attainment.
- Ability to initiate and maintain positive working relationships with a broad spectrum of people (donors, Advancement Council members, volunteers, pastoral staff, students, etc.) and to inspire involvement with development activities.
- Demonstrated ability to write compelling communications and proposals to current and prospective donors.
- Experience in supervising staff and volunteers in the effective development and implementation of diverse, concurrent projects. Experience in developing and managing budgets and operational plans.
- Excellent verbal, visual, and written communication skills. Effective public speaker.
- Self-directed and goal oriented, well-organized, creative, systematic thinker, with initiative and attention to detail.
- Commitment to the mission and ideals of St. Mary's and ability to articulate the mission.
- Computer skills (Google Workplace Platform, Microsoft Office, word processing, and fundraising database).
- Designation as Certified Fundraising Executive (CFRE) preferred.
- Preference will be given to candidates who are practicing Catholics. Any candidate must be able to support the mission of St. Mary's Catholic Center and its role as a Catholic institution.

EDUCATION

- Bachelor's degree or higher from an accredited college or university

EXPERIENCE

- At least 5 years experience in the development/fundraising industry
- Personnel management
- Financial management
- Working within the Catholic Community

LICENSES/CERTIFICATIONS

- Valid driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies through the employment period.

COMPENSATION

The Director of Development is a full time, salaried position. Salary commensurate with qualifications and full benefits.

JOB CONDITION AND PHYSICAL DEMANDS

Work is performed in a church or office setting with daily and weekly deadlines. The candidate must have flexibility and availability to be present on some nights and weekends. While performing the duties of this job, the Director of Development is required to stand, walk, talk, reach, sit and perform repetitive motions of hands/wrists. The ability to lift and move items up to twenty pounds is required.

OTHER

The Executive Director of Operations will evaluate the Director of Development in writing at least annually.