

Saints Peter & Paul Catholic school in Tulsa, OK is hiring a Director of Development responsible for planning, coordinating and participating in the Saints Peter and Paul Catholic School 's public relations and fund-raising efforts and activities, including the annual giving programs, capital campaigns, alumni giving, grant proposal preparation, contributions to the endowment fund, etc. The Director of Development will create fundraising strategies that increase the organization's support from individuals, corporations, foundations, and other sources. The role will report to the School Principal and work in close collaboration with the Advisory and Development Boards, staff, and key volunteer leadership to achieve the fundraising goals of the organization.

## **RESPONSIBILITIES:**

### **Provide Department/Function Leadership & Direction:**

- Prepares the annual development plan and budget for the Pastor, Principal, and Board approval, including specific short and long-term objectives and programs and action strategies to achieve objectives.
- Continually looks for ways to improve processes resulting in improved financial and/or intrinsic value to the organization.
- Maintains automated record keeping, database and accounting procedures for fundraising and is responsible to communicate key issues with the Pastor, Principal, and the Board.

### **Fundraising: Special Events & Appeals:**

- Develop annual fundraising plan in collaboration with the Pastor, Principal, Board, and other key volunteers including specific short and long-term objectives and programs and action strategies to achieve objectives for presentation to the Board.
- Plan, administer, and implement all special event fundraising activities of the School including donor receptions events.
- Develop, manage and implement all aspects of capital and endowment campaigns; identification, cultivation, and solicitation of individual, corporate and foundation contributions; cultivate and directly solicit key donors.
- Make personal calls and visits to donors and potential contributors soliciting support of time, talent, and treasure.
- Coordinates meetings involving Pastor, Principal, and Board members for fundraising purposes.
- Develop a gift acknowledgment and stewardship plan, monitor results of fundraising efforts and prepare reports and analysis for Administrators.
- Promotes and coordinates alumni relations and volunteer efforts.

### **Scholarships / Foundations**

- Researches and pursues sources of funding through foundations, corporations and government or community agencies.
- Prepares communications, reports, and other written or visual materials needed for grant and scholarship applications and proposals.

### **Donor/Public Relations:**

- Promote public relations and fundraising effectiveness by assisting with the communication of the School's mission and goals, participating in the community and civic organizations and activities, and initiating and participating in various projects and activities aimed at achieving funding objectives.
- Promote good relationship between the School and donors by preparation and/or management of all direct mail letters, brochures, newsletters, websites, social media.
- Promote Board participation by coordinating committee work for Board involvement.
- Responsible for establishing and maintaining an active volunteer pool to support all aspects of fundraising.
- Implement public relations strategies for media outreach and coverage.
- Maintain an excellent working relationship with members of the press and media.
- Manage inquiries and provide information, press kits, and photographs to meet news and editorial requests.
- Create and maintain a monthly e-newsletter.

### **Marketing / Social Media:**

- Researching and identifying new markets and prospects to improve advancement efforts, and developing and implementing programs to encourage/increase individual contributions through such arrangements as foundations, corporations, government or community agencies, planned giving, bequest from wills, and estates, and direct contribution programs.
- Manage the organization's website and social media efforts.

## REQUIREMENTS

- Bachelor's degree required. Degree in related field strongly preferred.
- 3-5 years non-profit experience in development, communications or marketing.
- Must have event planning and event management experience.
- Demonstrated analytical and fundraising skills with the ability to recognize opportunities and prioritize them to attain goals.
- Understanding of donor database management systems, gift processing and donor relations.
- Understanding of prospective donor research techniques.
- Able to support a strong community of faith by facilitating the shaping, sharing, and implementing of the School's educational mission statement, which reflects the unique Catholic character of the School; promotes the spiritual life of the School through opportunities for meaningful prayer, liturgy, and celebration of Church seasons.
- Proven written and verbal communication skills. Must be adept at communicating with a diverse population, including School officials, parents, students, and vendors. Must be able to maintain confidentiality at all times and relay sensitive information to the Principal in a timely manner.
- Strong organizational and interpersonal skills are required. Must be detail-oriented, able to multitask, possess strong time-management and problem-solving skills.
- Able to use a computer and have demonstrated proficiency in MS Office.
- Able to work independently and within a team environment to achieve common goals.
- Willingness and ability to travel and to work nights and weekends as needed.
- Able to read and comprehend financial reports in relation to School funds.

## PHYSICAL / MENTAL REQUIREMENTS:

- Requires considerable concentration and focus. It is subject to stress caused by a changing environment, diversity in the organization, tight deadlines and workload.
- Normal concentration/intensity, which includes prolonged mental effort.
- Normal memory, taking into consideration the amount and type of information.
- Normal complexity of decision making.
- Normal physical mobility, which includes movement from place to place on the job.
- Normal physical strength to handle routine lifting and transporting of moderately heavy objects, such as computers, books, and peripherals.

## WORK ENVIRONMENT:

- The duties of this position are typically performed in an office setting with normal ranges of temperature and a moderate to high level of office background noise.
- Most of the duties are performed while sitting at a desk.
- Communication typically occurs through face-to-face interaction, as well as via e-mail, telephone and written correspondence.
- This job also requires the ability to use other office equipment such as copier, fax machine, etc.
- Occasionally travel to meetings throughout the office and at other church/school office sites and other locations.
- Constantly work in a team environment, effectively and efficiently achieving goals, improving processes and resolving problems.
- May work more than 40 hours per workweek including some weekends.

## Qualified applicants may apply by submitting your resume and cover letter to:

[employment@peterandpaultulsa.org](mailto:employment@peterandpaultulsa.org)

For more information on Saints Peter & Paul Catholic School: [www.peterandpaultulsa.org](http://www.peterandpaultulsa.org)

*We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.*