

**Job Title:** Development Director  
**Organization:** Bishop Grady Villas  
**Reports to:** Executive Director  
**FLSA Status:** Exempt  
**Posting date:** July 11, 2018  
**Physical Address:** 401 Bishop Grady Court, St. Cloud, FL 34769

## **SUMMARY**

*As each one has received a gift,  
use it to serve one another as good stewards of God's varied grace (1 Peter 4:10).*

The Director of Development participates in the Church's mission to witness to the dignity, unique gifts, and needs of individuals with disabilities. The Director leads educational efforts for stakeholders across the Diocese of Orlando about the gift of life and the ministry of Bishop Grady Villas (BGV); stewards donors for financial gifts to the organization and encourages community and parish partnerships as a response to the call to social ministry and stewardship of the Church. The Director accomplishes this through inspiring, motivating, organizing, facilitating and providing witness to the call for full inclusion of people with disabilities in all aspects of the life of the Church and society.

**The Diocese of Orlando four core values lay the foundation for the work performed by its employees.**

- **Authenticity:** Conviction that God has called us to reflect exteriorly our inner life of faith in our daily living
- **Respect:** Affirming each person's God-given dignity and uniqueness.
- **Courage:** Inspired by this gift of the Holy Spirit, we proclaim and live the Word of God fearlessly and devotedly.
- **Commitment:** Individually and collectively, we are steadfast to the team and its purpose.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES** include the following. Other duties may be assigned.

- Works with Executive Director and Vice President of The Catholic Foundation in creating customized plans/strategies for cultivation, solicitation, acknowledgement, and pledge collection including annual giving, major gifts and grant funding. Development plans include expense budgets and revenue goals.
- Identifies and cultivates relationships with prospects, donors, corporations and foundations and manages donor/funder correspondence/reporting and stewardship including visits, and as needed accompanied by the Executive Director or Board Members.
- Maintains new and current donor records accurately including biographical, affiliation, gift information and interaction details.
- Stays current with process and software updates and maintain current procedure files for processes and data entry.
- Studies and evaluates data to develop trends, projections, and corrective strategies when appropriate.
- Manages Annual Giving appeal to achieve goal including tracking annual giving strategies, budgets and schedules.

- Oversees the preparation and distribution/placement of all collateral materials and maintains website. Creates and delivers presentations and messaging in collaboration with the Diocesan Office of Communications for public presentations, testimony, increased awareness and advocacy.
- Plans (including budget), organizes and facilitates fund/friendraising and recognition events including annual Harvest Ball and Achieving Their Dreams; evaluates for ROI.
- Creates and updates stewardship plan to enhance donor relations and donor retention.
- Serves as point person for all matters in donor relations as it pertains to annual and other giving.
- Participates and reports on departmental progress and needs in regular staff meetings. Attends Board of Director meetings and responsible for all development reporting to Board and other committees.
- Leads discussions on development results and outcomes as related to the strategic plan.
- Organizes and assists in facilitating development volunteer training and gratitude efforts to ensure best practices including the Advancement Committee.
- Fosters appropriate and ongoing communication with donors, pastors, and other key diocesan lay and clergy leaders.
- Assists in writing and completing grant applications that fund Bishop Grady Villas priorities.
- Prepares annual budgets (Diocese, United Way, USCC, etc.) and adheres to their limits for fiscal expenditures.
- Researches alternative funding sources for new and existing programs.
- Analyzes giving patterns to acquire, retain, and upgrade donors as well as solicit, acknowledge and collect gifts, annually.
- Maintains staff and volunteer focus on BGV mission and vision and balances organizational priorities through an inclusive strategic planning.
- Provides valuable input to the budgeting process to assist in developing adequate internal controls and accounting procedures.
- Meets with Executive Director on a regular basis to facilitate coordination between administration and service delivery, and effective communication on matters of concern to all staff.
- Observes appropriate boundaries with clients, observe client confidentiality and HIPAA.
- Provides and arranges annual staff training and team member training for any software packages that are specific to the department and/or required by funding agency.

### **COLLABORATES WITH**

Bishop, Chief Operating Officer/Chancellor, Secretariat Heads, Pastors, Catholic Foundation of Central Florida Staff, and other Diocesan ministries.

### **QUALIFICATIONS**

#### **Catholic Faith**

Practice of the Catholic faith is preferred. The Director must demonstrate a profound respect and appreciation for the Catholic Church and her teachings. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the

Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and Experience**

**Education Qualifications:** BS or BA in Administration or related field; certification in Fund Raising with two years supervisory experience in Grants and Special Events, or closely related field, preferred.

**Experience Qualifications:** The Director position requires a minimum of five years of full-time experience in development, with significant major gift experience and background in individual and corporate fundraising. Proven ability to work creatively and effectively with a wide variety of people and interest groups. Financial and management skills as well as leadership skills are essential. The Director must be proficient in public speaking and have the ability to make presentations to clients, community partners and benefactors.

Must have experience in technology-based office management and office support. Proficient in Microsoft Word; working knowledge of PowerPoint, Excel, and cloud-based donor database management (such as Donor Perfect or Raiser's Edge). Must be able to work well with various personalities within the Catholic Church and be comfortable around many levels of support within a large, complex and diverse working environment. Fluency in foreign language is desired but not required.

### **Working Conditions**

The working hours of this position are not limited to an 8-hour day. This person will need to be available in the evening and weekends, as needed. Must be willing to work in conditions of stress and function well under pressure.

### **Application Instructions:**

Qualified candidates may submit a cover letter and resume and a completed Application for Employment to Kevin Johnson, Executive Director, Bishop Grady Villas:

via email: [kjohnson@bishopgradyvillas.org](mailto:kjohnson@bishopgradyvillas.org)  
via mail: 401 Bishop Grady Court, St. Cloud, FL 34769  
No phone calls, please

Employment Applications may be located here: <https://www.orlandodiocese.org/wp-content/uploads/2016/05/Employment-Application-2016-Fillable.pdf>

Thank you for your interest.