



Catholic Diocese of Columbus

Employment Opportunity

Date: September 17, 2019

Office: Development and Planning

Position: Senior Development Associate

Deadline: Until filled

Status: 40 hours per week

Practicing Catholic: Preferred

Position Summary: The Senior Development Associate of School Development is responsible for leading the development, fund raising related activities, and stewardship initiatives of the Office of Catholic Schools, and several identified high schools. Under the supervision of the Episcopal Moderator for Development and Planning and in collaboration with the Episcopal Moderator for Education and Superintendent of Schools, the Senior Development Associate of School Development will be responsible to establish and maintain a long-term comprehensive development strategy for the Office of Catholic Schools. Additionally, this position will supervise and direct the activities of development personnel at the identified high schools, and supervise special development projects (3-4 schools) for the Office of Catholic Schools. It is the expectation of this individual to use personal judgment in carrying out routine duties and responsibilities.

Job Responsibilities:

1. Lead, direct, and monitor development activities and personnel at Bishop Rosecrans High School, Fisher Catholic High School, Notre Dame High School, and Tuscarawas Central Catholic High School. Collaborate with school principal on the evaluation of development personnel. Other locations may be added in the future.
2. Provide leadership, guidance, and oversight in preparing annual fund raising goals and objectives for the above high schools by soliciting funds to meet those goals within the operating budget.
3. Design and direct the fund raising programs, including annual giving, special gifts, capital campaigns, special events and planned giving for the above schools.
4. Cultivate potential major donors, including individuals, corporations, and foundations for both the high schools above and the Office of Catholic Schools.
5. Work with Superintendent to support development projects at 3-4 other schools that are involved in special programs.
6. Provide leadership, guidance, and oversight regarding necessary data management tools for relationship and gift management.
7. Submit a monthly progress and strategy report to the Episcopal Moderator for Development and Planning. Assist Office of Catholic Schools in creation of an annual development report for the Office of Catholic Schools and the Catholic Schools of the Diocese of Columbus.
8. Work with Office of Catholic Schools to create a broader tuition assistance strategy for the Catholic schools of the Diocese of Columbus.
9. Collaborate with Moderators on various projects as requested.



Related Skills:

1. Ability to communicate effectively both in written format and oral presentation.
2. Demonstrated knowledge and success of non-profit fundraising and alumni activities.
3. Excellent short and long range planning strategic planning skills.
4. Ability to multi-task and establish priorities.
5. Strong creativity for developing and implementing new fundraising initiatives.
6. High level of integrity and professionalism.
7. Proven ability to interact with the community and alumni in developing philanthropic relationships.
8. Exhibits initiative, responsibility and flexibility.
9. Ability to maintain flexible attitude and approach towards assignments and successfully operate under appropriate guidelines.
10. Willingness to provide “hands on” work.
11. Ability to understand donor database management.
12. Willingness to travel within the Diocese.
13. Demonstrated commitment to Catholic Education.
14. Ability to work with others in a collaborative team environment and to maintain all information highly confidential.

Education and Experience: Baccalaureate degree required; Communication major preferred. 7 to 10 years related philanthropic experience is required. Experience with schools, Catholic Schools, or educational non-profit preferred.

Work Environment: Office hours for the position vary and do require late afternoon, evening or weekend work.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program.

Compensation is commensurate with experience and ability. We offer paid time off and a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Benefits are according to Diocesan policy.

Send cover letter, resume and three references to:

Dominic Prunte
HR Director
dprunte@columbuscatholic.org