

Job Title: Development Director
St. Michael the Archangel Parish and School
Application Deadline: December 1, 2023
Location: Auburn, Alabama

Organization Overview: The mission of St. Michael the Archangel Parish is to bring the message and life of Jesus Christ to the world through Word and Sacrament. Our new school builds on this mission by fostering the whole child's development through spiritual, moral, and academic excellence. We believe, through divine revelation, that all people are made in the image and likeness of God and that our dignity is not won or lost by achieving things but from being loved by God and sharing that love with others. We respond as a vibrant and faith-filled community through our worship, education, stewardship, Christian fellowship, and prayer.

Auburn, Alabama, is estimated as the #1 fastest-growing city in Alabama by the U.S. Census Bureau. Our parish/school communities reflect that growth. Our parish has about 2,000 people worshipping at Mass on a given Sunday, which is trending up. Our school recently expanded to include an elementary school, PK3 – 3rd grade, in 2022, expanded to include the 4th grade in 2023, and enrollment doubled from year one to year two. Our master plan includes continued growth through 12th grade, adding one additional grade level per year.

The ideal candidate will have the unique opportunity to be a visionary in service of the Catholic Church, our parish, our school, society, and culture. Your talents will play a crucial role in the short-term and long-term sustainability of our mission. You will work alongside like-minded men and women who desire to transform our parish and the culture in unique and sustainable ways. You will be inspired by the work and the fruits produced from your labors.

Auburn offers many amenities of a larger city with a small hometown family-friendly atmosphere. Large cities such as Atlanta, Birmingham, and Montgomery are 1.5 hours away or less. The Gulf of Mexico, one of the world's most popular vacation spots, is only a 3.5-hour drive.

Position Overview: The Development Director is responsible for planning and implementing a comprehensive fundraising plan that includes parish sacrificial giving, major donor gifts, corporate and foundation giving, planned giving, and special events. The successful candidate will work closely with the Pastor and Parish/School leadership to develop fundraising goals and strategies that align with the parish/school mission and values. The Development Director supports the Pastor as the primary liaison to the local catholic community and other benefactors to advance the mission of St. Michael the Archangel Parish (StM) and School (SMCS).

Key Responsibilities:

- Create and execute a Strategic Development Plan with specific fundraising performance goals in concert with the Pastor to meet StM's and SMCS's annual revenue goals. Activities are not limited to but shall include:
 - Parish Sacrificial Giving programs
 - Capital Campaigns
 - Major Donor Gift Programs
 - Grant Writing Programs
 - Alumni Giving Programs
 - Annual Diocesan Appeals at the parish level
 - Endowments
 - Business Partnership Development
- Collaboration with the Catholic Foundation to promote various Legacy/Planned giving programs {e.g., Stock donations, Qualified Charitable Distributions, Legacy Giving}
- Creates a solid infrastructure to support this strategy, including a gift processing and acknowledgment system, donor database and software, website enhancements, etc.
- Other fundraising initiatives as required to meet the Development Plan goals.
- Steward existing donors and identify and cultivate major gift prospects and corporate and foundation donors.
- Plan and execute special events that engage donors and raise funds for the parish/school.
- Collaborate with the Communications Director to develop and execute effective donor communications and marketing materials. This involves developing a compelling message that resonates with potential donors, creating donor recognition programs, and crafting targeted appeals that drive donations.
- Work closely with the Pastor, School Principal, and Parish Leadership to develop fundraising strategies and goals. This involves presenting fundraising plans and performance metrics to the Finance Council and working to ensure fundraising activities align with the parish/school's overall strategic plan and adjust strategies as needed based on performance.
- Organize and provide support to sustain groups and associations that support the Development function (e.g., Parish Pastoral Council, Family Student Organization, etc.)
- Recruit, train, and manage volunteers to assist in the above activities.
- Develop and manage the Development budget within approved guidelines.
- Maintain and increase professional skills by participating in professional organizations and appropriate training.
- Manages all Donor records, files, and other related information for all development activities in conjunction with the Business Office.
- Coordinate all Development-related public relations activities and events.
- Advise and counsel the Pastor and staff on the best fundraising models, methods, and potential partners.

Relationships:

- Collaborates on projects with the Pastor and parish and school staff. Will work closely with chairs of major fundraising events, volunteers, current and potential donors, and other benefactors.

Working Conditions and/or Physical Requirements:

- This position works in a typical Church environment but is subject to stress due to the evolving needs of the parish and tight deadlines.
- Ability to sit and perform computer work for lengthy periods of time.
- Able to access and maintain departmental files.
- Significant time spent answering and speaking on the phone.
- Some evening and weekend work and travel will be required.
- Ability to safely lift 40 lbs.

Education and Experience Preferred:

- Bachelor's degree preferred.
- Demonstrated success in gift solicitation/fundraising resulting from experience and work as a development professional.
- Certified Fundraising Executive credential or equivalent, beneficial

Knowledge and Skills Preferred:

- Practicing Catholic in good standing is preferred.
- Knowledge of the Catholic Church, sacraments, rites, and liturgies.
- Superb written, verbal, and interpersonal skills.
- Time management and flexibility with job duties.
- Fundraising software and tools expertise.
- Creative, self-starter attitude.
- Donor and volunteer service mentality.
- Organized and inspiring leader.
- Ability to honor and maintain confidentiality.
- Bilingual beneficial: English/Spanish.

This job description seeks to provide clarity and focus to the general role. It is not intended as – nor can it be an all-inclusive list of every task that may emerge during the course of the work.