

Our Lady of Lourdes Catholic Parish
Our Lady of Lourdes Catholic Classical School
Position description: Director of Philanthropy

The Director of Philanthropy is responsible for leading all development activities for Our Lady of Lourdes Classical Catholic School and Our Lady of Lourdes Catholic Parish. S/he reports to the Principal and Pastor and supervises the Development Manager. S/he is someone who thrives in a small team environment with an outstanding ability to cultivate positive relationships with a broad range of parish and school benefactors and constituents.

School responsibilities

- *Philanthropy* — Leads all philanthropic strategies, including major giving, planned giving, annual giving, grant giving, matching campaigns, capital campaigns, special projects, and other school-related solicitations:
 - In collaboration with the Principal, Pastor and School Fundraising Committee, develops and executes the fundraising strategy
 - Identifies and cultivates relationships with prospective and current benefactors
 - Utilizes knowledge and relationships with Catholic philanthropic foundations, corporations and individual benefactors to benefit Our Lady of Lourdes Parish and School
 - Executes grant-seeking activities including research, grant writing and reporting requirements
 - Leads development committee meetings
 - Directs creation of fundraising publications and collateral
 - Plans and executes special events.

- *Annual Gala* — Plans and executes the school’s annual gala in collaboration with the Principal, Development Manager, development committee, and volunteer committee:
 - Oversees event planning and execution including venue selection, vendor management, communications and promotion
 - Develops and manages sponsorship relationships
 - Chairs the volunteer committee
 - Develops and manages the event budget.

- *Marketing, advertising and public relations* — Assists Principal, as needed, with school marketing and public relations activities.

- *Alumni and parent relations* — develops alumni and parent relations programs and activities.

Parish responsibilities

- *Capital Campaign* — leads completion of the parish's current capital campaign (and all future campaigns):
 - Oversees completion of the existing capital campaign (church remodel) with a focus on collections of outstanding pledges
 - Collaborates with Pastor, capital campaign committee, and parish staff to develop and execute strategies for future campaigns.
- *Other parish activities:*
 - Develops and maintains relationships with parishioners
 - Collaborates with the Pastor and Director of Stewardship to develop and execute strategies for parish giving.

Qualifications

- Bachelor's degree with 5-10 years' experience in professional philanthropy or sales; experience in a Catholic environment a plus
- Superior interpersonal and communication skills (verbal and written)
- Able to present the parish and school mission and giving opportunities in a compelling manner
- Executive presence and poise necessary to interact with major benefactors, church and lay leaders
- "Self-starter" who executes responsibilities with minimal supervision
- Excellent organizational and time-management skills, able to manage multiple projects and prioritize responsibilities
- Excellent customer service skills and professionalism
- Comfortable identifying, soliciting, and cultivating and maintaining relationships outside of the church/school campus
- Fully initiated Catholic in the communion with the Catholic Church who is intentionally living out the five precepts of the Church (CCC 2041-2043) and refraining from promotion, approval or living out of conduct in contradiction with Catholic moral teaching
- Proficient in Microsoft Office applications (Word, PowerPoint, Excel)
- Familiarity with Colorado's Catholic and education communities a plus
- Event coordination experience a plus.

For more information about Our Lady of Lourdes, visit Lourdedenver.org. Resumes may be submitted to admin@lourdesdenver.org