

Our Lady of Lourdes Catholic Classical School

Position description: Development Director

Reporting to the school President, the Development Director leads fundraising activities for the school and parish. S/he possesses excellent interpersonal, organization and time-management skills, can manage multiple projects and prioritize responsibilities. The Development Director has a "can do" attitude and is generous, personable, and candid.

Responsibilities

- Develops and implements comprehensive fundraising strategies to secure financial support from individuals and foundations.
- Builds and maintains relationships with major donors, including parents, and community leaders.
- Oversees planning and execution of the annual gala and other donor activities.
- Coordinates donor communications including thank you letters and tax letters.
- Designs and develops publications, including the school annual report and other donor collateral.
- Prepares grant applications and donor reports.
- Handles day-to-day donor relations activities; collaborates with the finance team to maintain and update the donor data base.
- Supports the Pastor in executing an annual stewardship campaign to encourage parishioner tithing.
- Develops and executes alumni and parent relations programs and activities.

Qualifications

- Bachelor's degree with 5-10 years' experience in development, sales or marketing; experience in a Catholic environment a plus.
- "Self-starter" who executes responsibilities with minimal supervision.
- Superior interpersonal and communication skills, able to engage and inspire a wide range of stakeholders, including high-net-worth individuals.
- Excellent organizational and time-management skills, able to manage multiple projects and prioritize responsibilities.
- Excellent customer service skills and professionalism.
- Proficient in Microsoft Office applications (Word, PowerPoint, Excel).
- Event coordination and/or graphic design/desktop publishing experience a strong plus.
- Refrains from promotion of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, Our Lady of Lourdes, or considered to be in contradiction with Catholic doctrine or morals.

For more information, visit lourdesclassical.org. Resumes may be submitted to humanresources@lourdesdenver.org.