

## **Our Lady of Lourdes Catholic Classical School**

### **Position description: Marketing and Development Manager**

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

### **Responsibilities**

- Executes day-to-day donor relations activities, including donor communications, meeting preparation and donor events.
- 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.
- Assists with planning and execution of the annual gala.
- Collaborates with the finance team to select, maintain, and update the donor database.
- 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 2-5 years' experience in development, sales or marketing; experience in a Catholic environment a plus.
- "Self-starter" who executes responsibilities with minimal supervision.
- Superior communication skills, both written and oral.
- 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.

We offer competitive pay and excellent benefits, including generous paid time off, health insurance, retirement plan contribution, and a tuition discount for full-time employees. For more information, visit [lourdesclassical.org](http://lourdesclassical.org). Resumes may be submitted to [humanresources@lourdesdenver.org](mailto:humanresources@lourdesdenver.org).