



SAINT PATRICK
CATHOLIC
CHURCH & SCHOOL

TITLE: Assistant Director of Development for Parish and School

REPORTING: Daily reporting to supervisor: Director of Development
Bi-weekly reporting to immediate management: School Principal, Pastor
Performance Review conducted by Director of Development, with input from School Principal and Pastor
Timekeeper, Parish Bookkeeper

JOB SUMMARY: Assistant Director of Development's two core functions involve **Fundraising Events and Community Building**. The following represents the percentage of time allocated to each function and the duties and responsibilities assigned.

Percentage of Time	Core Functions, Duties & Responsibilities
70%	<p>Core Function: Fundraising Events Campaign Responsibilities</p> <ol style="list-style-type: none"> 1. Responsible for REACH Auction 2. Responsible for SCRIP Program 3. Responsible for Endowment Campaign 4. Responsible for Parish Annual Catholic Appeal Campaign 5. Parish Sacrificial Giving Campaign Assistant Administrator 6. Annual Fund Assistant Administrator 7. Parish Planned Giving Program Assistant Administrator <p>Duties/Responsibilities as Campaign(s) Administrator:</p> <ul style="list-style-type: none"> • Collaborate with Director of Development, Campaign Chairs, Principal and Pastor(al Leader), to design and implement annual campaigns including goals, timeline, events and activities • Primary role in designing communications, marketing, remittance reporting, recognition, and tax letters • Maintain donor data records in various software programs • Establish, review, approve and report campaign and event expenditures • Provide content/photos to Communications/Marketing Coordinator for promotion
30%	<p>Core Function: Community Building</p> <ol style="list-style-type: none"> 1. Responsible for Alumni Outreach 2. Responsible for Grandparents Day 3. Responsible for planning, promotion, execution, and post-event publicity for designated school and parish events 4. Responsible for Parish Social Events (e.g Sunday Social Hour, Appreciation Reception, support KofC social events). 5. Parish Volunteer and Ministry Group Assistant Administrator <p>Duties/Responsibilities as Community Builder:</p> <ul style="list-style-type: none"> • Cultivates Relationships with school families, parishioners, prospective donors • Collaborate with Director of Development, Event Committees, Principal, and Pastor and Parish staff to identify event goals, timeline and activities



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	<ul style="list-style-type: none">● Supporting role in developing and designing communications and promotion content for Communications Coordinator.● Personally attend and oversee events (or arrange for others to) and arrange for photography and follow up communications for designated events.● Maintain donor data records in event software.● Coordination of photography/video of routine school and parish events in real time.● Provide content/photos from event to Communications Coordinator for publicity.● Support School Admissions Team and School Administration and Parish staff, as requested for designated events.● Other duties as assigned.
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PROPOSED SCHEDULE: General Work Location TBD depending on campaign season and need

Parish Center Office - primary work station
Monday - Friday 8:00 am - 4:00 pm

School Office (near Gym) - alternate work station
Present at school as needed

After hours events/meetings and activities are required of this position.

CONTRACT DURATION: July 1, 2018 - June 30, 2019

HOURS PER WEEK: 40

MONTHS PER YEAR: 12

SALARY RANGE: \$30,000 - \$39,500

WAGE: TBD - depending on experience and expertise

90 DAY REVIEW: October 2019

MID-YEAR REVIEW: January 2019

ANNUAL ASSESSMENT: June 2019