

Job Title: Director of Advancement

Department: Parish Office

Reports To: Pastor

Parish Mission Statement: St. Gregory the Great Parish, a large and diverse Faith Community, affirms the presence of Christ in the Eucharist and among us. We sustain our vitality through shared experiences of prayer, sacrament, liturgy, and service. We dedicate ourselves to being a vital part of the Church in the Diocese of Buffalo by maintaining and expanding our spiritual focus, knowledge and understanding of our Faith and our Church, spirit of welcome and reconciliation, compassion and concern for those in need, generous sharing of our God-given talents and resources.

School Mission Statement: St. Gregory the Great Catholic School, a ministry of St. Gregory the Great Roman Catholic Parish, invites students to discipleship through a quality education in harmony with the Gospel values and teachings of Jesus Christ.

Primary Functions: St. Gregory the Great Parish is a stewardship community, and the Director of Advancement will share the philosophy of the three pillars of stewardship: Time; Talent and Treasure. The Director of Advancement reports to and is under the supervision of the Pastor and president of the Finance Council. The Director of Advancement is responsible to develop and oversee comprehensive parish/ school funding programs. This individual is responsible for the planning, organization, and coordination of the efforts that are necessary for annual and planned giving. This includes the development and growth of an endowment program for the sustainability of parish and school financial resources.

Responsibilities:

Strategic Planning and Management

- Draft and implement a strategic plan for planned giving with objectives, goals and methods within a reasonable timeline.
- Work with the Pastor and Finance Board in formulating annual goals to fund the development needs of the parish and school.
- Develop and implement a comprehensive annual plan for the raising of funds through individuals, corporations, businesses, and foundations in collaboration with parishioners working on these efforts.
- Develop and maintain reports on the progress toward goals.
- Report regularly to the Pastor, Finance Board and Stewardship Committee.

Developing Donor Constituencies

- Build relationships with a variety of constituencies. Identify and solicit donor prospects, prepare and present proposals to private donors, corporations, foundations, and other granting agencies.
- Acknowledge and track gifts, correspondence, and communication with donors.
- Plan and facilitate activities/occasions to initiate and maintain contact with present and prospective donors.
- Encourage and appropriately recognize donor philanthropy.
- Develop and implement a comprehensive plan for the raising of funds through individuals, corporations, businesses, and foundations. (The Director of Advancement should not “micromanage” the persons responsible for “Chairing” the numerous fundraising activities. Rather, the Director should facilitate and coordinate all of the fundraising activities and ensure there are no conflicts regarding dates of fundraising operations.)

Qualifications: A working knowledge of best practices, trends in Catholic school education and development, fundraising tools and technology including donor databases, email and online campaigns, and donor research. Adherence to the moral teachings of the Catholic Church. A passion for the value of and need to support Catholic education. Strong communication skills including the ability to write and speak enthusiastically and persuasively about St. Gregory the Great Parish / School. Knowledge of and adherence to ethical standards of the advancement/development profession.

Education: Bachelor’s degree in Marketing, Communications, Public Relations, Business, Law or related fields required. A Master’s degree is preferred.

Experience: A minimum of 3-5 years of experience in in fund development with a proven track record of success in raising funds particularly by securing major gifts, successful fundraising campaigns, and building a community of motivated supporters.

Special Skills: Extreme tact and discretion, attention to detail, and a commitment to excellence. Extensive organizational and people skills. Proficient with office, database, and donor tracking software. Maintains confidentiality. Works independently, efficiently, and is a self-starter.

Ergonomic Requirements: The functions of this position usually are performed sitting, standing, stooping, kneeling, bending, crouching, light lifting, walking, carrying and other movements. Tasks involve working on a computer keyboard and involve extensive hand and wrist movement. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above; ability to conduct essential duties of the position with or without accommodations. Positions and duties may be changed by the Pastor at any time, to meet the needs of the parish.