

Job Title: Director of Development
Hours: Part-time, 20 hours, no benefits
Parish: St. Joseph Parish, Downers Grove, IL
Reports to: Business Manager

Position Summary:

The primary goal of this position is to grow the annual operating budget of the parish and the school. This includes parish offertory, fundraising events and developing strategies to grow the base of financial support for the church and the school.

Regular Job Responsibilities:

- Oversee and execute, with the help of volunteers, all fundraising events for the parish and school. Negotiate best pricing for resources, locations, etc. for these events. Ensure Parish and/or School personnel support where appropriate for these events.
- Develop marketing strategies to promote our events that are brand right and appealing to those targeted to support the event.
- Work with the Pastor and Business Manager, develop strategies to appeal to parishioners for support of the weekly collections.
- Develop and maintain an annual fundraising calendar for all parish ministries and organizations.
- Work in tandem with the committees from both the parish and school to recruit an active and effective team of volunteers for appropriate events.
- Work with the Parish Bulletin Editor, Website Editor and Administrative Assistant ensuring information is placed in the bulletins, website and across all social media sites(ie:Flocknotes, Facebook, Instagram and eblasts).
- Work with the School Marketing Director ensuring event information is posted on the school website and across social media sites.
- Work with the Parish Administrative Assistant, to ensure that all Parish events are calendared, and all events are properly scheduled.
- Other duties as assigned and/or required.

Qualifications:

- Deep personal commitment to the value of Catholic education and the importance of fundraising to advance the mission and ministry of St. Joseph Parish and the Diocese of Joliet
- Bachelor's degree in nonprofit administration, business administration, communications, or a similar field, required
- 3-5 years' experience in advancement/development, marketing, or similar field,
- Experience managing and executing high-quality fundraising events, including social gatherings that deepen donor engagement and sense of community

Interested candidates should send a resume and cover letter to jobs@sjpdg.org and include the position title in the email subject line.