

Job Title – Development Director

Hours – Part-time, unbenefited, 20 hours per week

Parish – St. Mary of Gostyn Parish, 445 Prairie Ave., Downers Grove, IL

Start a Great Career with a Great Purpose!

St. Mary of Gostyn is a Catholic Church and School rich in faith, education, service, and community. We are a welcoming, faith-sharing Christian community rooted in scripture and Catholic tradition. 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.

In this role, You will...

- Oversee and execute, with the help of volunteers, all fundraising events for the school and parish. 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.
- In tandem with the Pastor and Business Manager, develop strategies to appeal to parishioners for support of the weekly collections.
- In tandem with the Pastor and Business Manager, strategize the usage of the funds in the current Endowment Fund on an annual basis to support the goals of the school as well as ensuring that plans are in place to maintain an appropriate balance for the future needs of the school.
- Develop fund raising plans specific to achieving long range and well as ongoing operational needs for the church and the school.
- Recruit an active and effective team of volunteers for appropriate events in the parish and school.

As Needed Job Responsibilities

- Work closely with the Business Manager during budgeting time to plan for revenues/costs for the upcoming year, specifically related to fundraisers.
- Attend meetings that will further the goals for fundraising, i.e., school parent meetings, event planning meetings, etc.
- Participate in activities in the parish and school (i.e., social gatherings, fundraisers, faith formation groups, school parent assemblies, Catholic Schools Week open house) to promote engagement of current as well as potential donors and volunteers to ensure the success of future activities in the parish and school.
- Since this is a ministerial position, must be a practicing Roman Catholic in good standing, and must know, profess and act consistently in accordance with the doctrinal and moral teachings of the Catholic Church, and with the mission, philosophy, objectives, and policies of the Diocese of Joliet

Preferred Qualifications

- Word, Excel skills helpful. Familiarity with Google system.

*If interested in this amazing opportunity, please send a resume, and cover letter to: **Fr. Shaun Cieslik**, at scieslik@stmarygostyn.org.*