



## **Job Description**

**Position Title(s): Director of Development**

**Reports To: Chief Executive Officer**

### **POSITION PURPOSE:**

Responsible for developing St. John Paul II's (JP II) fundraising campaigns, communicating with current and prospective donors, and building a strong development team for the non-profit organization. Collaborate with other organizations and groups within the community to build key external alliances. This position will manage individual and corporate donations as well as plan annual donation campaigns. Identify funding sources such as grants, in-kind donations, charitable events, and marketing opportunities.

### **Leadership & Culture:**

- Maintain a courteous, helpful and professional attitude on the job, and a willingness to be responsive to colleagues, members, donors, Board, and leadership volunteers.
- Ensure that program activities comply with all relevant legislation and professional standards.
- Perform other duties as assigned in a positive manner.

### **Mission Compliance:**

- Commitment to JP II's mission.
- Plan the delivery of activities in accordance with the mission and goals of JP II.

### **MAJOR RESPONSIBILITIES:**

- Develop new initiatives and fund-raising proposals to support and ensure the strategic direction of the organization and the continuous delivery of services.
- Oversee JP II's annual fundraising campaigns in accordance with JP II's mission and goals.
- Develop an annual budget and operating plan to support the program.
- Establish and implement a performance management process for all staff.
- Develop a program evaluation process to assess the strengths of the program and to identify areas needing improvement.
- Meet or surpass targeted fundraising goals.
- Identify prospective individual and corporate donors and develop strategies to cultivate current and new relationships.
- Maintain ongoing communications with private and corporate donors.
- Ensure timely and accurate reports to JP II's CEO and Board.
- Collaborate with staff on the management and planning of fundraising events and donor receptions.

- Develop print marketing related to fundraising in collaboration with JP II's advertising company.
- Keep abreast of fundraising industry trends, through publications and events to ensure JP II is using best practices and ethical approaches to fund-raising.
- Maintain the confidentiality of all organization procedures, results and information about donors, members and volunteers.
- Assist in brainstorming and creating new methods to raise funds for our organization.
- Use technology and social media, where ever possible, to improve fundraising activities.
- Create marketing materials, such as flyers and brochures, to be used for the promotion of events and other fundraising campaigns.
- Analyze the performance of events and fund-raising activities for effectiveness and to identify areas where money can be saved.
- Maintain complete and orderly records of donors and manage regular donor communications.
- Build upon existing donor relationships and form new donor relationships on a regular basis.
- Ensure that the programs operate within the approved budget.

### **COMPETENCIES:**

- Fluent in English, Spanish is a bonus.
- Ability to lead and work in a fast-paced, result-driven, faith-based environment.
- Problem solving skills – Identify and resolve problems in a timely manner; Work well in group problem solving situations; Use reason even when dealing with emotional topics.
- Teamwork - Contribute to building a positive team spirit.
- Able to treat clients, volunteers and other employees with respect.

### **WORKING CONDITIONS: (physical effort, environment, hazards)**

- Occasionally required to lift approximately 25 pounds.
- Ability to work in a setting away from the JP II office.
- May be required to sit and work more than 3-4 hours per day at computer screen.
- Office hours are 8:00 AM to 5:00 PM, two days per week with 1 hour for lunch.
- May occasionally be required to work additional hours.

### **EQUIPMENT, TOOLS, MATERIALS USED:**

- Computer: Programs to include but not limited to Word and Excel
- Copier
- Scanner
- Multi-Line Telephone

### **MAJOR CHALLENGES TO THE POSITION: (nature and variety)**

- Must be able to handle fast paced work environment with changing priorities and frequent interruptions.
- Must be able to work with multiple staff personalities.
- Must be able to deal with a variety of work situations.
- Must be able to handle confidential information with discretion.

### **QUALIFICATIONS:**

- Bachelor Degree in Communication, Business Administration or Public Relations Required. Master's Degree preferred.
- Minimum of two years' work in a non-profit organization with an emphasis on grant writing, planning, marketing, community and public relations.
- Experience in planning, leading, and managing development projects, including coordinating with peers to achieve desired outcomes, and tracking and reporting on progress to Chief Executive Officer.
- Exemplary communication abilities and outgoing personality.
- Excellent organizational abilities and attention to detail.
- Must be aligned with the mission of St. John Paul II Life Center. (see website at [www.jpilifecenter.org](http://www.jpilifecenter.org))
- Demonstrated organizational, problem-solving, interpersonal, oral and written communication skills.

**To apply for consideration, please forward your resume to: Mark Fair, CEO, [markf@jpilifecenter.org](mailto:markf@jpilifecenter.org).** The St. John Paul II Life Center is located in the Jefferson Building at 1600 West 38<sup>th</sup> Street, Suite 110, Austin, TX 78731