

Director of Development Job Description

Name: _____

School Name: Holy Trinity Catholic School City: Grapevine, TX

Job Summary: The Director of Development fulfills the mission of the Catholic school by planning, guiding, and evaluating the development efforts of the school in fundraising, marketing, event planning, grant writing, communication, alumni affairs and public relations. The Development Director has decision making responsibilities within essential job functions, in keeping with school policies. The position is hired and evaluated by the principal.

Essential Job Functions

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Plans the overall development program in keeping with school needs, the Strategic Plan and budget objectives
- Collaborates effectively with the principal, Development Committee, school associations, committee chairs and volunteers
- Oversees Development staff in a manner that ensures effective and efficient practices, and customer-focused work habits
- Ensures effective work practices in financial accounting and reconciliation, database management, gift recording, donor acknowledgement and stewardship
- Maintain records on current and prospective donors
- Ensures that practices are in compliance with school, Diocesan, city, county and state regulations
- Communicates effectively with the faculty and staff and keeps them informed of upcoming development activities
- Meet staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits

Important Job Function

- Collaborates with others to enhance the work environment.
- Conferences with others upon request and responds to messages in a timely manner
- Demonstrates gains in development goals and objectives that are in keeping with the Strategic plan and budget objectives, and a willingness to respond to program needs
- Serves as a member of the Endowment Committee as requested
- Attends and participates as needed in faculty meetings as well as professional and community organizations

Minimal Qualifications:

Education:

- Bachelor's degree

Experience:

- Development or related field preferred.

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Knowledge, Skills and Abilities:

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of a broad range of development activities
- Knowledge of development software
- Able to communicate effectively both in written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

Working Conditions:

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a full school day
- Required to work in standard school and office conditions

Mental/Physical Demands:

- Required to lift or carry moderately heavy items to a minimum of 35 pounds
- Required to maintain composure and avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab pull, hear, see and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading
- Required to work in a variety of locations including those with noise, activity and inclement weather

FLSA classification: Exempt Non-exempt (hourly)

School classification: Full-time Part-time
 Temporary Other/seasonal

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____