Job Description - Director of Development

General Function:
The Director of Development is responsible for designing, implementing, and maintaining a comprehensive institutional advancement program for St. Norbert School. This position is responsible for the oversight of fundraising, volunteer, and alumni activities. All responsibilities are to be in line with the Catholic mission of the school. The Director of Development reports directly to the Principal and works collaboratively with the Director of Admissions, school auxiliary organizations, and parish staff.

Job Segments:

- Develops, implements, and manages the Annual Fund program.
- Develops and implements fundraising policies and procedures.
- Oversees the annual calendar for all St. Norbert School fundraising events.
- Develops and oversees donor and prospective donor stewardship programs.
- Oversees the gift giving process and recognition program.
- Responsible for maintaining the alumni database and deepening alumni relationships with St. Norbert School.
- Responsible for proposing an annual operating budget for Development initiatives and reporting to the Pastor and Finance Council on outcomes.
- Responsible for setting development goals and objectives that are clear and measurable.

Minimum Qualifications:

- Ability to effectively articulate the values and mission of St. Norbert School.
- A strong commitment to and understanding of donor recognition and stewardship.
- Ability to maintain clear, accurate records and prepare accurate and timely reports.
- Understanding of computer and constituent software.
- Strong managerial, leadership and supervisory skills.
- Excellent interpersonal, oral, and written communication skills.
- Proven project management skills.
- Highly self-directed with an attention to detail and ability to organize effectively.

Send cover letter and resume to:
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