

**Christ the King**  
**JOB DESCRIPTION:**

Title: Church and School Development Director

FLSA Status: Non-Exempt

Reports to: Pastor, Principal, and Assistant Principal

Job Summary: Responsible for fostering growth, cultivating relationships, and implementing strategic initiatives to support the advancement and expansion of the school and church community.

Essential Functions:

1. Supports the teachings of the Catholic Church and lives a life consistent with those teachings. Understand that the behavior, actions, and attitudes of faculty members, both in and outside of the Church/School setting, impact the quality and integrity of Christ the King Catholic Church.
2. Participate in the Safe Environment program by attending the training sessions and required background checks.
3. Exceptional interpersonal skills.

The Development Director works to support the CTK School and Church mission by focusing on these main areas.

Responsibilities:

Fundraising Strategy:

- Develop and execute comprehensive fundraising strategies, including annual giving campaigns, major gifts, planned giving, and special events, to support the financial needs of the school and church.

Donor Cultivation:

- Cultivate and maintain relationships with existing and potential donors, including parents, alumni, parishioners, and community members, to secure financial support and foster a culture of philanthropy.

Grant Writing and Research:

- Identify and pursue grant opportunities from foundations, corporations, and other funding sources to supplement school and church programs and projects.

Stewardship and Donor Recognition:

- Implement stewardship programs to acknowledge and appreciate donors, ensuring their ongoing engagement and involvement in the school and church's mission.

Alumni Relations:

- Develop and maintain a strong alumni network, engaging former students to support the school and church through various initiatives and events.

Strategic Planning:

- Participate in strategic planning sessions to identify growth opportunities, assess fundraising goals, and align development efforts with the long-term vision of the school and church.

Collaborative Partnerships:

- Foster relationships with community organizations, businesses, and other stakeholders to build strategic partnerships that support the mission of the school and church.

Qualifications:

Education and Experience:

- Bachelor's degree
- 3 years of experience in fundraising or development pre

Passion for Catholic Education and Faith:

- Deep commitment to the values and principles of Catholic education and the mission of the church, with an understanding of its importance in shaping young minds.

Fundraising Expertise:

- Proven track record in successful fundraising, including donor acquisition, major gifts, grant writing, and event management.

Communication Skills:

- Excellent written and verbal communication skills, with the ability to articulate the mission and vision of the school and church effectively.

Relationship Building:

- Strong interpersonal skills with the ability to connect with donors, volunteers, staff, and community members to build lasting relationships.

Strategic Thinking:

- Ability to think strategically, identify opportunities, and create innovative fundraising strategies to meet the financial needs of the organization.

Organizational and Time Management:

- Highly organized and efficient in managing multiple priorities, projects, and deadlines.

Team Player:

- A collaborative and adaptable team player who can work effectively with diverse stakeholders.

This position offers flexible hours and the opportunity to make a meaningful impact on the growth and sustainability of our Catholic preschool and elementary school and church community. If you have a passion for fundraising, a commitment to Catholic education and faith, and the drive to support our educational and religious mission, we welcome your application.