Job Title: Director of Development and Enrollment Assistant
Reports To: Pastor
Position: Part-time, Unbenefited, 20 hours per week
Parish: St. Mary Nativity Catholic Church, Joliet, Illinois

Start a Great Career with a Great Purpose!

St. Mary Nativity 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, the following expectations will apply:

- Creating promotional materials
    - Social media skills, required
    - Desktop publishing skills, required
- Organized multi-tasker with the ability to follow through on tasks and appointments.
- Positively promoting our Catholic faith and Catholic school.
- Oversee and execute, with the assistance of volunteers, all fundraising events for the school and parish.
- Negotiate the best pricing for resources, locations, etc. for fundraising 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.
- Support the Director and Pastor, in preparation of using funds 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 fundraising plans specific to achieving long-range and well as ongoing operational needs for the school.
- Recruit an active and effective team of volunteers for appropriate events in the parish and school.
- Additional duties and responsibilities as assigned.

Responsibilities

- Work closely with the Director 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 Parish Feast Day Festival, social gatherings, fundraisers, 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, one 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 and Excel skills are helpful.
- Familiarity with the Google system.

Physical Demands[1]

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

If interested in this amazing opportunity, please send a resume and cover letter to: Thomas Chinske, at tchinske@stmarynativity.org.

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[1] This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.