

Job Title: Development Director
Reports To: Pastor
Parish: St. May of Gostyn Parish, 445 Prairie Ave., Downers Grove, IL
Position: Part-time, Unbenefited, 20 hours week

General Description

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.

Regular Job Responsibilities

- Oversee and execute, with the help of volunteers, all fundraising events for the school and parish. Negotiate best pricing for resources, locations, etc. for these 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.
- In tandem with the Pastor and Business Manager, develop strategies to appeal to parishioners for support of the weekly collections.
- In tandem with the Pastor and Business Manager, strategize the usage of the funds in the current Endowment Fund 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 fund raising plans specific to achieving long range as well as ongoing operational needs for the church and the school.
- Recruit an active and effective team of volunteers for appropriate events in the parish and school.
- Since this is a ministerial position 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.

As Needed Job Responsibilities

- Work closely with the Business Manager 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., social gatherings, fundraisers, faith formation groups, 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.

Qualifications

- Word and Excel skills helpful.
- Familiarity with Google system.
- Bachelor's degree preferred.

Physical Demands¹

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.

Interested candidates please send a cover letter and resume to Fr. Shaun Cieslik at scieslik@stmarygostyn.org.

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.