



Saint Gabriel
CATHOLIC PARISH

Job Description

Position Title: Development Director (Part-Time)

Reports To: Pastor and Director of Administrative Services

Supervises: Development Volunteers / Event Committees

FLSA Status: Part-Time, Exempt

Work Schedule: Approximately 15–25 hours per week (flexible, with some evening or weekend events)

Location: St. Gabriel Parish & School Hubertus WI.

Position Summary

The Development Director serves as the primary staff member responsible for planning, implementing, and managing a comprehensive development and stewardship program that supports the mission and ministries of St. Gabriel Parish and School. Guided by the principles of Catholic stewardship, the Development Director fosters relationships with parishioners, parents, alumni, and community partners to encourage generosity of time, talent, and treasure.

The role encompasses strategic planning, donor cultivation, communications, and event coordination. Working collaboratively with the Pastor, Principal, and volunteer leadership, the Development Director ensures that all fundraising and marketing efforts advance the shared mission of faith formation, academic excellence, and community engagement.

Essential Duties and Responsibilities

1. Fundraising and Stewardship

- Develop, implement, and evaluate a comprehensive annual development plan for the parish and school.
- Coordinate and manage all aspects of the annual giving programs, including direct mail, online giving, and parish/school appeals.
- Identify, cultivate, solicit, and steward individual donors, families, and businesses to support ongoing and special projects.
- Promote stewardship as a way of life consistent with Catholic teaching, encouraging participation and generosity among parishioners and school families.
- Assist the Pastor and Principal with planning and execution of special fundraising initiatives or capital campaigns as needed.



2. Donor Relations and Recordkeeping

- Maintain accurate and confidential donor records and databases.
- Ensure prompt and personalized acknowledgment of all gifts.
- Prepare regular reports on fundraising progress for the Pastor, Principal, Finance Council, and School Advisory Board.
- Manage and update donor recognition programs.

3. Events and Community Engagement

- Plan and oversee parish and school fundraising events (e.g., gala, auction, read-a-thon, giving day).
- Collaborate with volunteer committees to organize successful events that engage the community.
- Build and maintain strong relationships with alumni and coordinate alumni communication and engagement efforts.
- Represent the parish and school at community events to promote awareness and support.

4. Communications and Marketing

- Work with parish and school staff to develop consistent messaging and branding for all development-related materials.
- Prepare newsletter and annual report articles, and other communication pieces that highlight the mission, achievements, and needs of the parish and school.
- Manage online giving platforms and oversee digital fundraising and social media content related to development efforts.

5. Administration and Collaboration

- Collaborate closely with the Pastor, Principal, and Finance Council to set fundraising goals and strategies.
- Manage the development budget and ensure responsible stewardship of resources.
- Attend regular staff meetings and provide updates on development initiatives.
- Ensure compliance with all diocesan and parish financial and ethical guidelines related to fundraising and donor relations.



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Qualifications

- Bachelor's degree required; coursework or certification in fundraising, marketing, or nonprofit management preferred.
 - Minimum of 2–3 years of experience in fundraising, development, marketing, or related field (experience in Catholic or nonprofit environment preferred).
 - Demonstrated ability to develop relationships and solicit financial support.
 - Excellent written, verbal, and interpersonal communication skills.
 - Strong organizational skills with attention to detail and ability to manage multiple priorities.
 - Proficiency with donor management software and Microsoft Office Suite.
 - Practicing Catholic who embraces and models the mission and teachings of the Catholic Church.
 - Availability for occasional evenings or weekends to support parish and school events.
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Personal Attributes

- Faithful: Demonstrates a deep respect for and commitment to Catholic values and the mission of the parish and school.
 - Collaborative: Works well with clergy, staff, volunteers, and the broader community.
 - Professional: Maintains confidentiality and exercises sound judgment and discretion.
 - Strategic: Able to plan, prioritize, and execute development activities effectively.
 - Personable: Builds authentic relationships that inspire trust and generosity.
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Working Conditions

- The position is part-time (approximately 15–25 hours per week) with flexible scheduling.
- Work will primarily occur on site at the parish/school office, with limited opportunities for remote work as approved by the Pastor or Principal.
- Evening and weekend hours are occasionally required for events or parish activities.