**JOB DESCRIPTION**

**Director of Development**

**Role Specifics** (in compliance with Department of Labor FLSA policies):

* Position: Director of Development
* Status: Exempt
* Supervisor: Chief Administrative and Financial Officer
* Faith: The Director of Development is a practicing Catholic in good-standing

with the Church.

**Essential Job Functions:**

The Director of Development will:

* Be **responsible for planning and implementing a comprehensive fundraising program**, including major gifts, corporate and foundation giving and special events. This positon will plays a key role in ensuring the financial stability of the Diocese of Des Moines and the success of its programs and services.
* **Manage and lead the fundraising team,** providing guidance, training and support as needed. This includes setting goals and expectations for individual members, monitoring performance and providing feedback to ensure that fundraising goals are met or exceeded.
* **Identify and cultivate major gift prospects**, as well as corporate and foundation donors.
* **Collaborate with other Diocesan organizations in all things planned giving**, **as well as with other department heads** to assure that Diocesan fundraisings strategies align with the various organizations missions and values.
* Be **responsible for monitoring and analyzing data to evaluate performance and adjust strategies as needed**. This includes tracking donor engagement and retention rates, analyzing revenue streams and making data driven decisions that help the organization achieve its fundraising goals.
* **Be flexible and adaptable**, able to adjust fundraising strategies in response to changing circumstances or unexpected events. They must be able to work under pressure and meet tight deadlines, while maintaining a positive and solutions-oriented approach.

**Competencies:**

Job Knowledge: performs duties within required standards; continues education to update skills; and exhibits leadership skills.

Problem Solving: clarifies the context to solve problems; uses sound judgment; and makes constructive recommendations.

Communication: expresses ideas and thoughts verbally and in written form; communicates regularly with donors, parishes, colleagues and supervisor.

Servant leadership: requires excellent interpersonal skills, as well as the ability to build relationships and work effectively with diverse groups of people.

Group Work: leads effective group meetings; delegates effectively; and works with colleagues collaboratively.

**Minimum Education and Experience:**

* A **Bachelor’s degree in nonprofit management, business administration, or a related field is required**. **Three to five years related experience** and/or training, including experience in major gifts, corporate and foundation giving, and special events. Experience in planned giving and digital fundraising is also highly valued.
* Must possess **strong leadership and management skills, with experience managing a team of fundraising professionals**. This requires the ability to set goals and expectations, motivate team members, and provide guidance and support as needed.
* **Experience with fundraising software and donor databases** is a critical qualification. Experience with Blackbaud’s Raiser Edge experience is preferred, but similar CRM program a major plus.

**Other/Preferred Skills**:

* **Travel required**. Must have the ability to travel throughout the Diocese of Des Moines.
* Must **be willing to work on a flexible schedule**, including occasional nights and weekends.

**Physical Demands**:

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment**:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

This position works evenings and weekends as needed and travels regularly throughout the Diocese of Des Moines.

**Other Duties**:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.