

Position Description – FSC Development Director

GENERAL SUMMARY: The FSC Development Director is charged with the responsibility of managing activities related to the analysis, execution, control, and evaluation of fund raising and selected public relations efforts.

CLASSIFICATION: Non-Exempt; 20 hours per week.

ESSENTIAL FUNCTIONS

- Prepares long- and short-range development goals for the FSC.
- Plans, coordinates and implements funding strategies.
- Prepares reports for presentation to the Mission Advancement Committee.
- Performs donor analytics utilizing current database.
- Cultivates relationships with donors through letter, phone calls, visits and donor events.
- Researches, cultivates and solicits major donors (\$500+) as appropriate.
- Researches corporate and foundation grant opportunities in collaboration with the FSC Director.
- Collaborates with the FSPA Development Director as needed.
- Serves as a member of the FSC Operating Board Mission Advancement Committee.
- Adheres to the National Catholic Development Conference (NCDC) Principles of Stewardship and the Donor Bill of Rights.
- Performs other duties as requested.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be attentive to details and accuracy.
- Able to prioritize deadlines.
- Able to communicate effectively both in speaking and in writing.
- Maintain a high level of confidentiality.
- Demonstrate initiative and self-direction.
- Must be flexible.
- Willing to work in a team environment, coordinating or directing the completion of tasks with others.

Education and/or Experience

A bachelor's degree from a four-year college or university plus one year of related experience, or equivalent of education and experience. Proficiency in Microsoft Office.

Language Skills

Ability to read, analyze and interpret grants, general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write grants, reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, guests and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.

WORKING CONDITIONS

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 talk or hear. The employee frequently is required to stand; walk; sit; and use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms. The employee occasionally lifts and/or moves up to 15 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

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.

The noise level in the work environment is usually quiet.

ACCOUNTABILITY

The person in this position reports to the Franciscan Spirituality Center Director.

PREREQUISITE: Physical exam, Tuberculosis screening test, Criminal Background Check, drug screening.

DISCLAIMER CLAUSE

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required.