

Catherine's House, Inc.

Position Description and Responsibilities

Position: Director of Development

Reports directly to the President/CEO Catherine's House

Position Summary: The individual must support the goals, philosophy, values, and Mission of the Sisters of Mercy and Catherine's House, Inc. The role of the **Director of Development** is to manage the fund raising functions at the Catherine's House with attention given to special events, publications, grant writing, donor development and public speaking.

Above all the **Director of Development** must:

1. Be committed to the philosophies and values of the Sisters of Mercy and the Catherine's House, Inc.
2. Be comfortable with and respond positively to the diverse residents served by Catherine's House.
3. Maintain professional standards of confidentiality within and outside of Catherine's House.
4. Be flexible in order to meet the changing needs of Catherine's House and the residents who are served.
5. Be willing to work as a team member to accomplish the mission of Catherine's House.

Major Duties and Responsibilities:

The **Director of Development** will:

1. Establish and maintain an annual development plan that reflects planned fund raising events, publications, donor solicitations, grant submittals, and the anticipated revenue and expenses associated with such activities, and a general schedule for accomplishing key tasks. The plan should incorporate all fund raising activities at Catherine's House including events/activities directed by other Catherine's House staff.
2. Plan and administer fundraisers assigned to the Director of Development consistent with the annual development plan. Additionally, the Director of Development will speak at events designed to raise the visibility of Catherine's House and/or solicit financial support. This will involve working some weekends and evenings.
3. Represent Catherine's House in community events and with other organizations concerned with homelessness.

4. Develop and maintain a current media plan indicating media goals for Catherine's House including placement of news stories, publications and other written materials designed to enhance the image of the ministry with the general public.
5. Develop and distribute a newsletter for the Catherine's House at least three times per year consistent with the goals identified in the media plan.
6. Consistent with the development plan, prepare direct mail pieces targeted to potential donors.
7. In coordination with the President/CEO, participate in the identification of organizations that have the potential to provide funding and/or in-kind contributions to the Catherine's House. Develop grant applications targeted to such organizations, and provide follow-up information as needed. Prepare ad hoc grant applications when opportunities become available.
8. Organize and update all files pertaining to development including event manuals, copies of all publications, and direct mail pieces.
9. Provide staffing to the Development Committee of the Board of Directors as necessary and attend committee meetings and meetings of the Board.
10. Assist in providing staff coverage of Catherine's House during holiday periods.
11. Monitor development expenses and revenue to assure that budgeted objectives for the development function are realized.
12. Performing other duties as assigned.

Job Relationships:

Responsible to: President/CEO, Catherine's House

Employee's supervised: None

Interrelationships: Staff, Board Members, Volunteers, and Residents

Job Qualifications (minimum):

Education: College degree in communications, public relations, or journalism preferred although other degrees are acceptable with the appropriate level of experience.

Experience: With the preferred educational background one year of experience in development is acceptable. Otherwise, there should be three to five years experience in development, either in a staff or management role.

Skills: The individual should possess very good organizational skills. Proficiency in Microsoft Word and Excel or equivalent is required. Experience with Excel, Publisher and graphic design software is preferred. Excellent written and verbal communication skills required with the ability to enthusiastically promote Catherine's House to outside agencies, all staff, volunteers, and Board Members.