

Job title: Director of Development and Mission Advancement**Education and/or Experience:**

- Bachelor's degree (B.A.) in communications, finance, public relations and/or marketing or an equivalent combination of education and experience in a comparable field with 3-5 years experience in a comparable position.
- Prefer 2-4 years experience working with nonprofit or religious organizations.
- Experience in the development field is preferred.
- Experience running direct mail and advertising campaigns for planned giving required
- An understanding of Catholic teachings, practices and organizational structure preferred. Bilingual in Spanish is a plus.
- Strong leadership skills, to include delegation, strategic management, managing conflict, coaching/counseling, mentoring, etc.
- Ability to multitask, lead teams, stay on schedule and have effective time management skills.
- Demonstrated experience, knowledge and proficiency in mobile and desktop computing applications.
- Experience at building and maintaining relationships.
- Excellent verbal and written communication skills and the ability to communicate effectively with people of diverse backgrounds, socio-economic levels and staffing levels.
- Exhibits qualities of maturity, good judgment and tact.
- Ability to effectively analyze and resolve routine and complex problems.
- Ability to work in a team management environment.
- Adept at handling multiple tasks and concurrent projects.
- Valid Oklahoma driver's license and a background check are required.

All staff should support the full Catholic mission of the school by word and witness and help cultivate a Catholic culture of virtue and holiness in the classroom and community. All interested individuals may email a cover letter and resume to pastor@stjohn-bartlesville.org