



Call for Applications

Position: Director of Development

Organization: Stella Maris Parish and Immaculate Heart of Mary Catholic School

Location: Monona, WI

Employment Type: Part-Time

Stella Maris Parish / IHM School is seeking a mission-driven Director of Development to lead our fundraising, alumni relations, and community engagement efforts. As a key member of our leadership team, you will secure vital philanthropic support to advance our Catholic mission.

Key Responsibilities

- Events: Oversee signature fundraising events and donor stewardship programs.
- Fundraising: Work with the Pastor to create major gift strategies.
- Constituent Relations: Cultivate meaningful relationships with school alumni, parents, parishioners, and benefactors.
- Communications: Share the parish & school story and impact.

Qualifications

- Willingness to support the mission of the Catholic Church and be committed to the values of Catholic education.
- Interest in working in fundraising, non-profit development, or a related field.

How to Apply

Please submit a cover letter, resume, and three professional references to frsternberg@stellamarisparish.org.

Applications will be reviewed on a rolling basis until the position is filled.

Join us in shaping the future of our students and our community!



Part-Time Director of Development

Job Description

Position Summary

Stella Maris Catholic Parish is seeking a Director of Development to build and lead the strategic planning, execution, and evaluation of all fundraising, donor stewardship, marketing, alumni relations, and community outreach initiatives. As a member of the leadership team, this role secures the financial resources necessary to advance the school's academic excellence while actively upholding and witnessing the Catholic faith and Gospel values.

Faith & Mission Leadership

- Uphold the Catholic mission, philosophy, and teachings of the Catholic Church within all advancement activities.
- Model Gospel values and adhere strictly to Diocesan codes of conduct and confidentiality policies.

Events & Fundraising

- Oversee grand-scale special events, including the annual winter gala and summer golf outing.
- Coordinate small-scale events, ranging from school trivia nights and other like events.

Constituent & Alumni Relations

- Build strong networks with IHM school alumni, current parents, past parents, Stella Maris parishioners, and local business leaders.
- Maintain the donor database to ensure precise gift tracking, acknowledgment, and data integrity.

- Establish donor recognition programs to maximize retention and long-term planned giving (bequests/endowments).

Marketing & Communications

- Develop strategic communications in alignment with parish and school events.
- Enhance parish and school visibility through targeted public relations, social media content, and community outreach campaigns.

Administrative & Budgetary Management

- Formulate and monitor the advancement budget, providing regular data projections and progress reports to the Pastor and the Stella Maris Finance Council.
- Supervise and mentor development staff and volunteer committee chairs to ensure high-efficiency, customer-focused practices.

Qualifications & Requirements

- Practicing Catholic in good standing with an understanding of Catholic parish and school structures (Preferred).
- Willingness to understand and support Catholic parish and school teachings, initiatives and structures (Required).
- Proficiency in donor management software and Microsoft Office Suite.
- Strong interpersonal skills, with the confidence to make face-to-face solicitations.
- Flexibility of schedule to work evenings and weekends for school events, parish presentations, and donor meetings when needed.