

Director of Development

Full Time Position

POSITION OVERVIEW

St. Thomas Aquinas (STA) Church and Catholic Student Center is GATHERED in the Holy Spirit as a diverse and vibrant community, TRANSFORMED by Jesus Christ in the Catholic Tradition, and SENT to be the presence of God in Ames, Iowa State University, and the world.

The primary role of the STA Director of Development is to advance this mission by growing resources to help transform the STA Church and Catholic Student Center. The Director of Development (DOD) will personally raise major gifts for high priority projects at STA. The DOD will identify, cultivate, solicit and steward donors who support STA through annual gifts, pledges, and estate provisions. The DOD will work with key STA administration to facilitate fundraising and create a team atmosphere with STA staff to ensure fundraising metrics and goals are met.

MAJOR RESPONSIBILITIES

I. Fundraising Goals

Individual metrics and personal goals listed below provide a guideline for the incumbent after their first 12-18 months in the position. Initial metrics and goals will be determined in conjunction with an individual's manager during initial portfolio management and business planning periods.

Metrics and Personal Goal minimums:

Personal Visits: 85
Qualifications: 20
Subsequent Fiscal Year Pipeline: \$2M+
Major Gift Solicitations: 20
Gift Closures: 10
Annual Fundraising Production: \$1M

II. Primary Duties

- Work in collaboration with the Pastor and Fundraising & Development Committee to plan personal fundraising objectives within an annual fundraising plan for STA.
- Develop short and long-term fundraising vision, goals and objectives
- Coordinate fundraising plans for alumni, parents and parishioners
- Make donor calls and meet with a designated list of donor prospects.
 - Autonomously facilitate the movement of major (\$100K+) gift and leadership (\$1M+) gift prospects through the donor continuum including the identification, cultivation, solicitation and stewardship of such prospects.
 - Activities will focus on presenting quality proposals of \$50,000 or more and will be part of managing a major gift prospect portfolio of 75+ donor prospects.
 - Ensure prompt, appropriate follow-up with donors and supporters

- Work with STA Accounting and Communications staff to track donations and gifts, oversee pledge reminders and renewals, and acknowledge donors
- Independently develop donor strategies and conduct activities to increase major gifts to assigned priorities at STA.
- Engage STA administration and staff to assure that the fundraising programs are operated in accordance with the goals and needs of STA and ensure the full support, cooperation and involvement of STA leadership.
- Develop and implement appropriate stewardship processes for donors to STA. This will include acknowledgement letters from the incumbent as well as appropriate STA leadership and staff.
- Work with STA Communications and appropriate staff to provide publicity for gifts when appropriate and other donor relation efforts for the college.
- Collaborate with and delegate work assignments for assigned staff including but not limited to activities related to fundraising, donor and alumni relations.
- Build at least 8-10 annual trips into calendar planning to ensure regional donor visits to top concentrations of STA major and lead gift prospects
- Schedule structured meetings at least once per month with Pastor to provide progress reports related to metrics, primary duties and additional duties. Meetings will also discussions to ensure the Pastor is engaging in strategic donor interactions both individually and/or in tandem with DOD.

III. Additional Duties

- Provide oversight for alumni events and collaborate with STA team members as needed to ensure measurable outcomes are achieved
- Manage the Annual Fund, including the compilation and design of 3-4 annual appeal mailings
- Oversee publication and distribution of annual STA newsletter and any other bulk mailings related to fundraising
- Share monthly fundraising reports with the Pastor, including but not limited to progress reports regarding metrics and goals. Be prepared to discuss gift closures, gifts in-process, recent contacts, travel and visit plans, and prospective gifts in short and long-term pipeline with a focus on how/when to engage Pastor in process.
- Develop an annual fundraising report immediately following each fiscal year, including but not limited to fundraising totals and total annual receipts.
- Assist the pastor in establishing a travel and expense budget
- Supervise support staff (if applicable)
- Oversee volunteers for development work and special events
- Build at least 8 annual trips into calendar planning to ensure regional donor visits to top concentrations of STA major and lead gift prospects
- Attend Supply Endowment Meetings and provide fundraising updates in concert with the expectations of the STA Pastor

IV. Database and Fundraising Information Management

- Provide oversight for STA database including students, alumni, parents, parishioners and friends
- Oversee database updates, including software updates and database information purchases (ex. Lexus/Nexus)

- Oversee process and document all pledge forms, pledge renewals, and annual pledge reminders, and track lapsed pledges
- Provide oversight and ensure documentation for all known estate provisions, and conduct regular review to confirm estate provisions are regularly updated
- Manage the gift acceptance

SCOPE/IMPACT

- The DOD will have regular, recurring and essential contact with all facets of the STA staff, especially the Pastor, Associate Pastor, Ministers, and support staff and engage all of them in a collaborative environment.
- The DOD will have regular, recurring and essential contact with donors, alumni, friends, and volunteers of the purpose of relationship building with fundraising intent.
- A successful DOD will accomplish the fundraising goals for key priority projects through strong strategic, creative and collaborative planning.
- A successful DOD will raise funds for urgent projects that impact STA in the immediate future, while ultimately building a donor base for the long-term viability of the fundraising program.
- The incumbent's enthusiasm in identifying, soliciting and stewarding gifts will have a significant impact on transforming STA.
- A successful DOD will complete their detailed work in an environment where confidentiality is essential.
- The incumbent must demonstrate an ability to adhere to deadlines, manage multiple assignments simultaneously, and must be capable of applying problem-solving skills to multiple, concurrent tasks.
- Position requires travel as well as occasional weekend work.

QUALIFICATIONS

Candidates should have a demonstrated commitment to the mission of the Catholic Church and fidelity to her teachings.

Candidates should have at minimum three years fundraising experience or appropriate related experience. Bachelor's degree in a related field is preferred.

This position will report to the STA Pastor.