



SAINT PAUL

STREET EVANGELIZATION

Position Description

Director of Development

POSITION SUMMARY:

St. Paul Street Evangelization is looking for a joyful, mature Catholic disciple to work with our team at the national office to promote the advancement of our mission through development activities. The Director of Development is responsible for planning, organizing, and directing all of the St. Paul Street Evangelization's fundraising including, the major gifts program, planned giving, grant writing, mail marketing campaigns, special events, and capital campaigns. The Director works closely with the Chief Operating Officer in all development and fundraising endeavors.

POSITION DETAILS:

- Full-time position
- Some travel will be required throughout the year.
- Office Location: Warren, MI
- Direct supervisor: Chief Operating Officer
- Competitive salary and benefits

QUALIFICATIONS:

- Must embrace the mission of the St. Paul Street Evangelization
- At least 2 years of previous experience as a gift officer or development director
- Strong interpersonal and writing skills.
- Have knowledge and experience in fundraising techniques, particularly major gift fundraising.
- Possess the skills to work with and motivate staff, board members and volunteers.
- Have the desire to get out of the office and build external relationships.
- Be a "self-starter" and goal driven to initiate donor visits and fundraising calls.
- Be organized and exhibit "follow through" on tasks and goals.
- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.

JOB RESPONSIBILITIES:

- Follow the guidelines and procedures laid out in the St. Paul Street Evangelization Development Manual.
- Work within our vision to meet the goals in our current strategic plan.
- Meet prospective donors and supporters on a continual basis to establish effective communication with them.

The St. Paul Street Evangelization
26238 Ryan Rd
Warren, MI 48091
adam@stpaullev.com
(657) 777-2963

- Establish and grow a major gifts program including identification, cultivation and solicitation of major gift donors.
- Oversee grant seeking including research, proposal writing, and reporting requirements.
- Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- Direct the annual fund program, including mailings and annual fundraising drives.
- Coordinate the annual Gala.
- Oversee fundraising database and tracking systems.
- Once an appropriate level of funding is established, help hire and supervise gift officers.

APPLICATION PROCESS

Submit your resume, cover letter, and references to:

Adam Janke
Chief Operating Officer
adam@stpaulse.com

The position is open until we find the right candidate.

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