

**Position Description**  
**St. Francis Xavier Parish – La Grange, Illinois**  
**Director of Development**  
**Last Update: January 2020**

**Position Title: Director of Development**  
**Position Classification: Part Time, Exempt**  
**Reports to: Pastor**

**Description**

St. Francis Xavier Parish seeks a candidate for the position of Director of Development to serve as strategic leader and professional manager of all aspects of mission development and fundraising for the parish and parish elementary school. The Director of Development will report to the Pastor, being accountable for all fundraising initiatives and specific special events. In this role, the Director of Development will work closely with the Business Manager to drive financial performance for St. Francis, and with the Finance Council and Stewardship Committee in advisory roles. The ideal candidate is a self-starter with at least 5 years of development experience, and is a person of faith committed to Gospel values. He or she understands and prioritizes the organization and responsible management of resources and helps the parish fund and fulfill its mission and purpose, including the parish mission to provide quality, affordable Catholic elementary education to families who want to provide this for their children. Specific responsibilities include:

**Fund Development**

- Create the Parish's development strategy and calendar, execute all implementation of the strategy and set goals for financial growth
- Manage Sunday Giving Commitment, special appeals, electronic contributions and all other revenue generating initiatives
- Manage direct commitments to the parish elementary school fund and coordinate parish school revenue-generating initiatives with overall parish initiatives, in collaboration with the School Advisory Board
- Build and strengthen relationships with current members, including personally cultivating and soliciting major gifts and planned gifts for the parish
- Work with parish support staff to ensure accurate parishioner database
- Establish key database parameters regarding giving and review reports on giving trends
- Draft acknowledgement letters for pastor to sign
- Collaborate in the development of an Annual Parish Report and Annual School Report to parishioners
- Prepare Christmas cards/mailings and/or other annual correspondence to donors
- Manage pledge information and send reminders for capital pledges, as needed

- Coordinate all solicitation strategies among various parish groups that involve local community members and businesses

### **Special Events**

- Oversee and provide support and guidance for the bi-annual St. Francis School Auction in collaboration with the School Advisory Board
- Oversee and provide support and guidance for major fundraisers of the CWC, Men's Club, and other parish organizations
- Coordinate volunteers to provide hospitality for Christmas and Easter
- Collaborate with new member committee to guide message of welcome
- Collaborate with liturgical greeter ministry to provide regular Sunday hospitality
- Work with communications staff and committees (Parish and School) to promote SFX in print, website and social media

### **Skills**

- Minimum four years of development experience
- Possess strong communication skills
- Must be organized, self-motivated and energetic
- Must have a bachelor's degree, and be proficient in Microsoft Office and Google applications
- Experience in donor management software considered a plus

### **References**

- Three professional references requested upon completion of interview

### **Salary Range**

- \$42,000 - \$45,000, 24 hours per week

**Applications should submit resume and cover letter to:**

**Jennifer Zeisloft, Business Manager  
St Francis Xavier Parish  
124 North Spring Avenue  
La Grange, IL 60525**

**[jzeisloft@sfxlg.org](mailto:jzeisloft@sfxlg.org)**