

Saint Mary University Parish of Mount Pleasant

Job Description

TITLE: Director of Development

Date: January 2026

SUPERVISOR: Pastor

STATUS: Full Time, Exempt, Salary *(Based on 40 hours per week)*

GENERAL DESCRIPTION

The Director of Development's primary role is to design, implement, and manage operational and strategic plans to generate major gifts, planned gifts, special event sponsorships, and expand the regular givers to sustain the mission of Saint Mary University Parish. This includes identifying donor prospects, cultivating donor relationships, implementing fundraising strategies, and performing annual and capital campaign activities. These donors may come from alumni and donors who desire to support ministry to college age Catholics. The Director is responsible for the parish's mailings, promotions, branding, and communications.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Establish sponsorship levels/amounts for all Saint Mary-related events, programs, and packages
- Solicit gifts to raise funds for Saint Mary University Parish
- Establish strategies and goals to expand planned giving options
- Develop initiatives to increase CMU alumni relations programming
- Coordinate and develop donor contacts, relationships, and giving opportunities
- Identify strategies to cultivate potential donors, including individuals and businesses, from various network sources
- Oversee gift reporting and acknowledgement, donor correspondence, recognition, and database management
- Guide volunteers and planning committees to ensure successful annual events which promote the mission and increase visibility of Saint Mary University Parish
- Provide oversight for research and preparation of grants
- Promote fundraising opportunities and events using various channels including website, newsletters, bulletins, social media, etc.
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to the Pastor of Saint Mary University Parish or his delegate
- Works closely with the Finance Council, Parish Council and Bookkeeper
- Works collaboratively with parish leadership and FOCUS missionaries
- Maintains professional relationships with staff and volunteers

QUALIFICATIONS & SKILLS

Education: Bachelor's degree in the field of human services, business, education, non-profit administration, fund development, or related field

Experience: Three years or more development/fundraising experience preferred; previous management and supervisory experience.

Job Related Skills: Confidence with public presentations, including media relations; high degree of organization and delegation skills; ability to develop and implement budgets; demonstrated ability to be both a leader and an effective team member. Proficiency with computers including database management experience. Working knowledge of Microsoft Word, Excel, PowerPoint (Microsoft Office suite of products); Knowledge of Google docs, sheets, mail, etc., is preferred.

Interpersonal Skills: Ability to build relationships with individuals, corporations, and foundations. Ability to maintain confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions and create written correspondence; ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability required. Travel throughout the diocese required.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A valid Driver's License is required. Occasional travel throughout the state of Michigan required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____

Date: _____

Supervisor: _____

Date: _____