



Winton Wyoming Pastoral Region

Our Lady of the Rosary – Greenhills, OH

St. James of the Valley – Wyoming, OH

St. Matthias the Apostle – Forest Park, OH

Job Title

Development Director

Status

Part time, non-exempt

Job Purpose

The Winton Wyoming Pastoral Region is searching for a highly skilled individual to serve as the Director of Development. The purpose of this position is to develop and implement a comprehensive development program for the parish. The Director of Development will head up all diocesan and regional programs and coordinate a consistent and organized approach to fund raising by ensuring effective communication with all regional parishioners and local civic / business organizations.

Duties and Responsibilities

The Director of Development will collaborate with the pastor and regional staff in the comprehensive planning, implementation and evaluation of the region's goals, with specific focus on the region's development plan. Candidate also collaborates in regional/diocesan planning and development efforts as appropriate and directs the regional development plan and establishes short (12 month) and long (3 year) range goals and objectives based on the region's long range plan. Additionally, the Director assures the development and implementation of a comprehensive public relations and communications plan and interacts with regional leadership, staff and parishioners as well as parents of current, former and future students and local civic and business leaders and area residents.

- Plans, directs and assures the implementation of the Archbishop's Annual Fund Drive
- Plans and directs the implementation of any programs which provides opportunities for potential donors to invest in the region through major gifts, bequests and deferred giving
- Coordinates all fund raising activities for the region to develop a consistent and organized approach to fund raising, including monthly calendaring of events
- Maintains a level of knowledge and skills required to serve as the regional Director of Development by professional reading, attendance at workshops or conventions and participation in professional organization.

Qualifications

Ideal candidate is an active member of the Roman Catholic faith who holds a B.A. in Public Relations or Communications plus 1-3 years of professional experience with demonstrated success. The Director of Development must possess excellent written and verbal communication skills and be comfortable with presentation. Hiring is contingent based on candidate completing Virtus training, background check and fingerprinting.

17 Farragut Road, Cincinnati, OH 45218 • (513) 825-8626

www.wintonwyomingpr.org



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Working conditions

This position requires frequent evenings and/or weekend work with an unpredictable schedule. Reliable transportation is required.

Direct reports / Reports to

This position has no direct reports and reports directly to the pastor.

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