
Director of Development and Communications

Reports to: President

Revised: February 18, 2022

Approved by: Maggie Harrison, *President*

Job Summary:

Shares with president the responsibility for development and marketing and is responsible for those programs and events related to fundraising, annual giving, major gifts, capital campaign, auction gala, gift records, database management, special events, communications, and planned giving divisions. In addition, the Director of Development and Communication will be responsible for alumni affairs, parent programs, and public relations.

Primary Duties and Responsibilities:

- In collaboration with Campus President, prepare funding proposals and packets to foundations, corporations, businesses, and individuals
- Maintain foundation, corporation, business, and individual donor files both on the computer and in manual files. Maintain and update database records in Gift Works.
- Process donations and prepare acknowledgement letters and other correspondence within 24 to 48 hours from when the donations are received at Cassata Catholic High School. Enter such information on Cassata's database in Gift Works.
- Identify potential contributors to ongoing programs and special projects through examination of past record of contributors and knowledge of community.
- Coordinate with Campus President on direct appeal letters and mail to appropriate lists for direct mail campaigns.
- Coordinate with Campus President fund drives for special projects.
- Coordinate with Campus President in solicitation drives for pledges of ongoing support.
- Conduct preliminary research on prospective corporate, business, foundation and individual donors.
- Coordinate donor recognition programs.
- Schedule and setup Learn About Cassata Luncheons in collaboration with Campus President and Principal.
- In conjunction with Campus President, Advisory Council, and Cassata staff, coordinate Noche de Gracias, Cassata's annual fundraising event.
- Prepare media kits and donor kits for distribution for meetings, events, and to the media.
- Act as liaison with Campus President, Principal and office staff so that school activities are accurately portrayed in development materials.
- Maintain and update information on school website.
- Represent Cassata at community events and attend foundation and development related meetings.
- Coordinate with Campus President in Capital Campaign and Building Project.
- Attend monthly diocesan development meetings.



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- Form and maintain community partnerships with a variety of organizations to provide additional education programs and opportunities for our students as well as grow Cassata's enrollment.
 - Serve as communication link with Campus President and school accountant.
 - Oversee Cassata's Social Media in order to maintain active presence and promote the school, its mission, and model.
 - Actively engage in community outreach to promote Cassata and to help grow enrollments.
 - Other duties as assigned by the Campus President that relate to Cassata Catholic High School

Requirement/Qualifications:

- Bachelor's degree in a related field preferred.
- Proficiency in work processing and ability to learn and use a variety of personal computer software (Microsoft Office Suite, Desktop Publishing) and Social Media (Facebook, Twitter, Instagram).
- Demonstrated ability to communicate effectively and positively with staff, administration, and other individuals in either individual or group settings.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to multitask and to meet deadlines.
- Ability to work independently with little supervision.
- Ability to organize and prioritize work projects.

Job Dimensions:

Analysis, attention to detail, judgment, work standards, planning and organizing, stress tolerance, sensitivity, informal communication, commitment to the school, dependability, teamwork, initiative, knowledge of work, oral and written communication.

Attendance:

Individuals in this position are expected to be available during the normal business hours of CCHS, and occasionally evenings and weekends for special presentations and events.

Working Conditions:

Conditions are those of a typical office environment, requiring frequent oral communication with staff and donors, the ability to enter data and written communication in electronic format in a timely manner, and sufficient mobility to be present and address students, their parents, and colleagues.



I have received a copy of this job description. By signing, I acknowledge that I understand and accept the above expectations as outlines in this document.

Employee's Printed Name _____

Employee's Signature _____

Date _____

To apply, please send cover letter and resume to Maggie Harrison at mharrison@cassatahs.org.

