



## Development Director Job Description

**Job Title:** Development Director

**Organization:** St. Anthony Catholic School

**Location:** Show Low, Arizona

**Employment Type:** Full-Time, Exempt

### Job Summary

St. Anthony Catholic School is seeking a dynamic, organized, and faith-filled Development Director to lead and coordinate all fundraising and advancement efforts for the school. The Development Director will focus primarily on: 1. Coordinating and executing all major fundraising events. 2. Raising funds through additional revenue streams including major gifts, annual appeals, sponsorships, and grant writing. 3. Advancing the mission of Catholic education by building strong relationships with donors, families, parishioners, and community partners. This position reports directly to the Principal and the President of the Board of Trustees to ensure the financial sustainability of the school and the success of long-term development initiatives.

### Reporting Structure

Reports directly to the Principal and the President of the Board of Trustees. Works in close collaboration with and provides regular updates to the Board of Trustees. Serves as a key member of the school leadership team regarding advancement strategy and financial sustainability.

### Key Responsibilities

#### 1. Fundraising Event Leadership (*Primary Focus*)

- Plan, coordinate, and execute all major fundraising events including the Annual Gala, Golf Tournament, auctions, raffles, and other school-wide fundraising initiatives.
- Manage the full event lifecycle: concept development, budgeting, sponsorship procurement, logistics, vendor coordination, volunteer management, and post-event evaluation.
- Recruit, train, and oversee volunteer committees and parent organizations to support fundraising events.
- Secure corporate sponsorships, auction items, and in-kind donations.
- Develop and manage event budgets, ensuring financial accountability and profitability.
- Prepare detailed post-event financial and impact reports for the Principal and Board of Directors.
- Ensure all events reflect Catholic values and promote the mission and identity of the school.

#### 2. Development & Fundraising Strategy

- Develop and implement a comprehensive annual development plan aligned with school goals and long-term sustainability.
- Lead the Annual Fund and other school-wide appeals.
- Identify, cultivate, and steward individual donors, alumni, grandparents, parishioners, and local businesses.
- Build and manage a portfolio of major gift prospects.
- Foster a culture of gratitude through timely acknowledgment letters, donor recognition, and impact reporting.
- Collaborate with the Principal and Board to support capital campaigns and long-term growth initiatives.



### **3. Grant Writing & External Funding**

- Research, identify, and pursue foundation, corporate, diocesan, and government grant opportunities.
- Draft compelling grant proposals and ensure timely submission of required reports.
- Track grant funding, compliance requirements, and outcomes.
- Support funding efforts for academic initiatives, scholarships, facility improvements, and program expansion.

### **4. Donor & Database Management**

- Maintain accurate donor records using donor management software (*e.g., GiveSmart or similar platforms*).
- Track giving trends, donor engagement, sponsorship history, and tax-receipting.
- Generate regular development reports for the Principal and Board of Directors.

### **5. Marketing & Communications Support**

- Collaborate with school leadership to promote fundraising campaigns and events.
- Oversee event-related communications including invitations, sponsorship materials, digital campaigns, social media promotion, and annual report content.
- Serve as a primary ambassador for the school, articulating the value of Catholic education to stakeholders and the broader community.

## **Required Qualifications**

### **Faith Commitment**

- Active, practicing Roman Catholic in good standing with a strong commitment to the mission of Catholic education (*preferred*).
- Ability to serve as a professional role model in a faith-filled environment.

### **Education**

- Bachelor's degree in Business, Marketing, Communications, Nonprofit Management, or a related field.

### **Experience**

- Minimum of 3–5 years of professional experience in fundraising, development, or event planning, preferably in a Catholic, nonprofit, or educational setting.
- Demonstrated success in meeting or exceeding fundraising goals.

### **Technical Skills**

- Proficiency in donor databases and event management software (*e.g., GiveSmart*).
- Strong working knowledge of Microsoft Office 365 or Google Workspace & Canva.
- Experience with digital marketing tools and online giving platforms preferred.

## **Professional Skills**

### **Communication**

- Exceptional written and verbal communication skills.
- Confident public speaker capable of representing the school in parish and community settings.



**Interpersonal**

- Ability to build authentic, lasting relationships with a diverse range of stakeholders—from students and parents to corporate sponsors and major benefactors.

**Organization & Leadership**

- Strong project management and budgeting skills.
- Ability to manage multiple deadlines and large-scale events simultaneously.
- Strategic thinker with the ability to execute detailed plans effectively.

**Compensation**

Salary and benefits commensurate with experience.

**To Apply**

Please submit a cover letter, resume, and letter of reference to: [byorksmith@stantschool.org](mailto:byorksmith@stantschool.org)

*St. Anthony Catholic School is an equal-opportunity employer committed to a diverse workforce within the context of our Catholic mission.*