

St. Helen Catholic School, located north of Austin in Georgetown, has an opening for a **Full Time Director of Development** who has a passion, competency, and vision for carrying our Catholic education in the New Evangelization. We believe that the key to teaching in the New Evangelization is a reliance on prayer.

St. Helen Catholic School was founded in 2002 as a mission of St. Helen Catholic Parish, under the leadership of the pastor. The school has an enrollment of approximately 170 students, ranging from Pre-K through 8th grade, and is fully accredited through the Texas Catholic Conference Education Department (TCCED) and AdvancED/SACS.

St. Helen Catholic Church is a growing parish of over 2,300 active families just north of Austin, in Georgetown, TX. We are striving to become a parish that embraces the New Evangelization. We have been inspired by the *Amazing Parish Conference* (amazingparish.org) and the books *Forming Intentional Disciples* and *Rebuilt*.

Description: The Director of Development will

- help realize the mission of St. Helen Catholic School by planning, guiding, and evaluating the development efforts in fundraising, marketing, event planning, grant writing, and communication
- reach annual financial goals
- raise awareness of our campus ministry through various marketing avenues (contacting and engaging alumni and current/former/prospective parents)
- serve as liaison between our school and the community
- be able to cultivate existing relationships as well as grown revenue through major gifts, special events, and corporate and/or foundation support

Duties and Responsibilities:

- Support and uphold the philosophy of Catholic education and the mission of our school
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church
- Support and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Maintain confidentiality regarding school matters
- Plan the overall development program in keeping with school needs, the Strategic Plan and budget objectives
- Oversee and coordinate all fundraising/marketing events, including coordinating volunteers for these events
- Write grant proposals to foundations and other resource organizations
- Maintain and update our website and social media such as Twitter and Facebook
- Identify, cultivate, solicit, and close major and annual gifts
- Maintain an active pool of prospective benefactors who can financially support our ministry
- Direct the creation, organization, and implementation of all special events, celebrations, receptions, gatherings, and fundraising initiatives, including follow-up relationship cultivation
- Develop ministry vision formation/strategic planning and how best to communicate and convey our mission to parents/donors/alumni

- Maintain open communication with the Principal
- Attends and participates as needed in faculty meetings as well as professional and community organizations
- Must have a collaborative work style and the ability to partner with all levels of the organization

Qualifications and Skills:

- Bachelor's Degree required
- Minimum two years of development and/or fundraising experience
- Experience with electronic databases and recordkeeping
- Experience with developing marketing materials (brochures, newsletters, flyers, etc.)
- Proficient with MS Office Suite, Adobe Suite, and social media marketing
- Excellent interpersonal skills, including ease and skill in cultivating relationships with people of diverse backgrounds and ages
- Understand the needs and interests of major gift donors in order to cultivate relationships and to think creatively and strategically about engagement of donors
- Ability to balance an individual's right to privacy with the needs of our school to collect, analyze, record, maintain, use, and disseminate information
- Some local travel required
- Self-starter with a strong work ethic who is conscientious, attentive to detail, and who is results-oriented
- Must have an understanding of the vital relationship between mission and the stewardship of resources, and be able to communicate this

How to Apply:

For further information about St. Helen Catholic School, please visit www.shcslions.org.

To apply, please submit all three of the following: a detailed cover letter, resume, and employment application to Mrs. Mary Kay Sims at <mailto:mksims@shcslions.org>

[Employment Application](#)