

**Basilica of Saint Mary of the Immaculate Conception**  
**Norfolk, Virginia**  
**Job Description - Director of Development**

**Job Status:** Fulltime

**FLSA:** Exempt

**Reports To:** Rector, Finance Council and Development Advisory Board

**Position Summary/Purpose:**

The Director of Development is the chief fundraising staff member for Basilica of Saint Mary of the Immaculate Conception, Norfolk, Virginia. In collaboration with the Rector, the Director of Development plans and implements all fundraising strategies.

The Director is primarily responsible for all fundraising initiatives, with a focus on generating a \$5 million capital campaign to restore the historic church. The Director is also charged with raising funds for debt reduction and capital improvements.

The Director of Development will use fundraising software to analyze data and present reports on giving. He or she will maintain an active donor recognition and stewardship program to assure accountability and extend relationships with donors. This position facilitates the identification, cultivation, and solicitation of prospective donors.

**Responsibilities and Duties:**

This position is responsible for developing and implementing a successful fundraising strategy to complete repairs and renovation, repay the existing debt, and raise funds for facilities of the Basilica of Saint Mary complex (office spaces, social hall and classroom facilities).

Leadership and Planning

- Actively work to create a comprehensive development plan for cultivation and solicitation of support (financial and in kind) from individuals within and external to the St. Mary Community bearing in mind the Parish's focus on New Evangelization
- Develop a major donor campaign in conjunction with the Rector and the Finance and Parish Pastoral Councils
- Participate in the planning and execution of special events to include, but not limited to donor recognition opportunities
- Engage Basilica of Saint Mary staff and volunteers for assistance with events
- Identify congregants, with the Finance Council, to sit on the Development Advisory Board that will assist the Director execute the capital campaign strategy

Research, Cultivation & Solicitation

- Research prospects and establish priorities for solicitation
- Establish and cultivate donor relationships at all levels and work to raise the giving levels of all donors
- Manage and execute strategies for cultivating and soliciting donations
- Network within local community organizations (i.e. CWF, St. Mary)
- Contact potential donors and secure on-going financial support for the capital campaign
- Build and implement annual stewardship programs that encourage gifts of time, talent, and treasure

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- Complete prospect research for major gift donors (\$25K and above) and other sources to support parish fundraising efforts
- Establish and implement plans for maintaining a large base of smaller, annual individual donors
- Recruit, train, manage, supervise, and acknowledge volunteers to assist with development projects

Operations

- Monitor all donor information and provide statistical analysis for parish leadership
- Develop reports and documents for leadership and decision making purposes
- Regularly perform needs/trend analysis and make projections for future giving
- Assure that databases are properly managed and current
- Identify and recommend fundraising software
- Ensure complete security and confidentiality of all donor information
- Ensure correspondences (including letters of appreciation and donors' appropriate tax information) are strategic, appropriate, and timely

**Performance Appraisal:** Manager will conduct an initial appraisal within 90 days of employment followed by an annual appraisal.

**Working Condition:** Position is full time (35 hours/week). Occasional night and weekend hours may be required throughout the year.

**Qualifications:**

- Prefer a Bachelor's degree in Business Administration, Public Administration, or related field with three to five years of demonstrated development experience and a significant record of success in fundraising to include a demonstrated ability to solicit and close major gifts from individuals
- High level of technical proficiency with computer software applications; the ability to select, install, and maintain donor database software; experience with fundraising database software is a plus; and a working knowledge of internal and external communication technology; willingness to learn new software and programs
- Catholic in good standing with a solid knowledge, understanding, and appreciation of the Catholic Church, its teachings and culture is preferred
- Ability to understand the role of individuals and groups in philanthropy and the ability to manage complex organizational detail
- Ability to take on responsibility, work independently, and be flexible in a changing environment
- Excellent interpersonal, verbal, and written communication skills
- Some occasional travel is required

**Salary and Benefits:** The salary will depend on experience. Pay and benefits are per diocesan guidelines outlined in Called to Work in Harmony: Personnel Policies for Lay and Religious Employees.