

**POSITION: Director of Development
Newman Catholic Student Center
Iowa City, IA**

Originally established as a Newman Club in 1906, the Newman Catholic Student Center in Iowa City is a Roman Catholic ministry to those associated with The University of Iowa. Its mission is to promote spiritual development within a faith community and to *prepare disciples for the Church and the world*. Located adjacent to The University of Iowa campus, our highly active Campus Ministry offers a full range of faith formation programs to the more than 7000+ self-identified Catholic students and other UI community members.

To support this important mission, we seek a development director who is passionate, energetic, self-motivated and confident in their ability to ask for financial support and close philanthropic gifts. Enthusiasm for building and maintaining strong relationships with students, parents, alumni and other community members is utmost to the success of bearing fruit in the form of philanthropic gifts. Salary commensurate with education and experience.

POSITION SUMMARY:

The Director is responsible for development of annual and major gifts, planned-giving, grant solicitation and in-kind resources to support the current and future operational and outreach needs of the Newman Center. This person will identify, cultivate, solicit and steward current and prospective donors. The Director will grow an effective marketing and communication plan to educate and build community support from alumni, parents and other friends of the Newman Center. They will increase Founders & Foundation Club membership. He/She will also research ways to secure funding for on-going monthly mission support. This person conducts fundraising activities which are based upon thorough knowledge of the functions, procedures and standards of the Newman Catholic Student Center. This position reports directly to the Priest Director and works collaboratively and strategically with the Board of Directors and other staff.

MISSION EXPECTATIONS:

- Be an inviting/welcoming presence and faith journey partner
- Be a supporting/contributing/collaborating member of the ministry team
- Contribute to the planning and mission of the Center
- Handle sensitive and confidential information in a discreet, professional manner.

ESSENTIAL FUNCTIONS:

Fundraising Responsibilities:

- Prepare annual plans for all fund development activities including annual events (Gala, Diocesan collection, tours) and appeals (Freshman Parents, Sr. Parents, Class Gift, etc)
- Responsible for matters related to the execution & management of development program
- Facilitate the movement of major gift prospects by building relationships with Founders Club Members and Members of the Foundation to advance the mission and fundraising goals of the organization. Oversee targeted gift club events and communications.
- Identify, cultivate, and solicit potential/current donors, closing gifts in timely manner.
- Conduct a minimum of 15-20 visits (in-person, Zoom, phone) monthly with potential benefactors in the form of Discovery, Cultivation, Solicitation or Stewardship meetings.
- Develop and implement specific campaigns or communications for planned giving, charitable trusts, endowments, and other development projects (ie FOCUS funding).

- Identifies donors and accounts needing special attention; makes suggestions to Priest Dir.
- Contacts individuals, businesses & organizations for networking/collaboration purposes
- Maintain weekly communication with Priest Director regarding development challenges and opportunities.

Communications Duties:

- Develops and maintains thorough knowledge of the Newman Center and its funding priorities; communicates the stories and impact of all ministry program areas to donors
- Develops a comprehensive communication plan to promote the organization to its donors and maximizes public awareness of the fundraising activities of the organization.
- Develops, coordinates and implements the design, printing and distribution of cost-effective marketing and communication materials for development efforts
- Creates, edits and produces print and social media content, videos; annual Honor roll, Outreach newsletters; donor development mailings including life-event recognitions.

Administrative Duties:

- Provide and monitor annual budget numbers for development revenue and expenses.
- Assists bookkeeper on monthly reconciliation of Quick Books with eTapestry.
- Conducts research, analyzes data and compiles reports on current or prospective donors.
- Assists the Priest Director and Board of Directors in other duties as requested.
- Provides the promotion for applications, award selection & contact with UI reps for a number of student scholarships; also oversees the Fr. Ed Fitzpatrick alumni awards.

Supervision/Stewardship Duties:

- Hires/Supervises/Reviews the part-time (20 hrs/wk) Development Assistant
- Supervises the stewardship process, including recognition of gifts in a timely manner.
- Supervises creation and distribution of year-end giving statements for donor tax purposes.
- Oversees management and updates to e-tapestry donor data base of all donors & funds
- Oversees tracking of contacts, gifts and other pertinent data entry into donor software
- Provides named endowed fund donors with annual statements of the status of their fund

QUALIFICATIONS:

- Baccalaureate degree or higher.
- Practicing Catholic who sees campus ministry development work as an essential ministry
- Enthusiasm and excellent people skills are essential; ability to manage fast-paced work.
- Proven experience in annual, major and/or planned gift fundraising through cultivation and solicitation strategies. Knowledge of fundraising principles and donor rights.
- Demonstrated leadership and the ability to successfully manage diverse areas.
- Ability to understand the needs and interests of benefactors
- Passionate about furthering the mission of Newman Center and its fundraising priorities.
- Excellent verbal and written communication skills; ability to prioritize and organize tasks
- Attention to detail and persistence in researching donor information.
- Ability to maintain a high level of confidentiality.