

## **Development Director**

Resurrection Catholic School is seeking an Development Director responsible for overseeing annual fundraisers, researching funding opportunities, and maintaining donor and community relations. This individual will work collaboratively with the school principal, marketing/enrollment director, finance committee, and facility committee to further the mission and Resurrection.

Duties and responsibilities include:

- Review and analyze data to assist with strategic planning and donor engagement.
- Collaborate with the facility and finance committees to identify both short-term needs and long-term needs of the school (related to personnel, curriculum, repairs, etc.).
- Build and maintain relationships with donors, vendors, organizations, parishes, and the broader Kansas City community.
- Oversee the annual parent-led raffle fundraiser and provide the Resurrection Parent Community with support as needed for the Chili Bingo event.
- Form and oversee committees for the annual Taste of KCK and Sips for Scholarships event
- Research grant opportunities and alternative funding sources, to include writing the grant proposal and reports.
- Host focus groups to gain insight from current families, former families, alumni, donors, parishioners, and community members.
- Oversee and further develop Resurrection's fundraising committees and alumni committees.
- Create, share, and track parent involvement to ensure families meet the development participation agreement.
- Collaborate with the marketing/enrollment director to create special events for recruitment, identify marketing needs, and branding opportunities.
- Manage a donor database and utilize for communication and engagement tracking.
- Coordinate and host meetings with both current and prospective donors at the school.
- Approach individuals, businesses, foundations, and other organizations regarding opportunities for donations, partnerships (sponsorships for events), and collaboration.

Qualifications:

- MUST have experience with fundraising and/or donor relations
- Strong verbal and written communication skills
- Enthusiasm for education and serving others
- Self-starter with strong organization skills
- An eagerness to collaborate with others and work on a team

Interested candidates should send resume and cover letter to Mr. Kevin O'Brien at [kobrien@rcksk.org](mailto:kobrien@rcksk.org)