

Director of Development

Directs a comprehensive stewardship and development program for St. Michael the Archangel Catholic High School including stewardship education.

Plans, directs, and implements:

- The “Sword and Shield Fund” (annual fund)
- The “Guardian Bash” (annual auction)
- Major donor development and follow-up
 - Identify and cultivate potential donors and constituents
 - Provide donor acknowledgement and database management for gifts
- Community business and corporate alliances
- Estate Planning
- Grant proposals
- Other fundraising activities as needed
- Portions of the communications portfolio as directed by the President
- A capital campaign (in future years)

The Director of Development:

- Reports to the President of the school
- Serves as the liaison to the school legacy alumni association
- Works closely with the Office of Stewardship and Development for the Diocese of Kansas City-St. Joseph

Qualifications:

- Requires a Bachelor’s Degree in Public Relations, Communications or related field and experience in fund raising with demonstrated success.
- Practicing Catholic with ethical standards, personal integrity, and conduct consistent with the morals and teachings of the Catholic Church; includes faithful obedience to the Magisterium.
- Familiarity with the Kansas City business and philanthropic community preferred.