

## **POSITION DESCRIPTION**

St. Joseph's Catholic Church of Grand Rapids, Minnesota

Job Title:	<b>Fundraising and Advancement</b>
Department:	Administration
Reports To:	Pastor and Business Manager
FLSA Status:	Part-Time, Non-Exempt; OR Full-Time, Non-Exempt
Prepared By:	Fr. Blake Rozier, Pastor
Revised Date:	June 2, 2025
Schedule	8:30 AM–4:30 PM; 3 days a week OR Full Time

## **SUMMARY**

The role of Fundraising and Advancement includes planning, coordinating and implementing a comprehensive development program, while working within the missions, policies and work plans of St. Joseph's Catholic Church, St. Joseph's Catholic School and St. Joseph's Catholic School and Church Endowment Funds.

## **CONTEXT**

St. Joseph and St. Augustine Catholic Churches are a parish cluster served by one pastor. St. Joseph School is a parochial school located on the grounds of St. Joseph Catholic Church. A Catholic school exists to help fulfill the evangelical/educational mission of Christ's Church as defined by the mission of the Diocese of Duluth. This position helps the school to meet this primary purpose of Catholic education. Other parishes are served by a separate Pastor.

This position is an extension of the Church's ministry. The incumbent must have the willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

## **MAJOR AREAS OF RESPONSIBILITY / ESSENTIAL DUTIES**

1. Applies for Grants as needed.
2. Maintains database (CDM) for all current donors and parish mailing list
  - School Supporters
  - Year-Round Registered Members
  - Businesses
3. Acknowledges (thanks) and receipts donations, gifts and bequests to church, school and endowment funds.
4. Receipts IRA, DAF, gifts of stock and other asset donations per IRS regulations
5. Administers the Memorial Process plan for all donations given in memory of an individual
6. Designs and distributes informational materials to educate donors regarding planned giving
7. Develops relationships with parishioners, school families and alumni
8. Attends Endowment Investment Committee quarterly meetings and prepares reports as needed
9. Prepare and administer a plan for alumni communications in relation to growing the School Endowment Fund awareness and capital
10. Serves as staff facilitator for St. Joseph's two largest fundraising events: Spring Thaw & Spirit Fest

11. Prepares, writes and sends School Annual Fund direct mail campaign annually
12. Prepares other school or parish direct mailings for fundraising as needed
13. Serves as contact for Grand Rapids Area Community Foundation administering St. John's Hill City Scholarship
14. Attends trainings and seminars as needed
15. Attend and participate in all parish staff meetings

#### **NON ESSENTIAL DUTIES:**

1. Helps to direct and edit communications (bulletin, website, email platform, social media)
2. Configures online program forms for donations and event registrations (WeShare)
3. Facilitates and coordinates volunteers for various projects as needed

#### **GENERAL RESPONSIBILITIES**

Maintain a current level of knowledge and skills required to effectively serve in this position. This is accomplished by attending workshops or classes as directed.

#### **SUPERVISORY RESPONSIBILITIES**

Not responsible for any immediate supervision of employees.

#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION, TRAINING and/or EXPERIENCE**

1. Associates degree in business or non-profit from an accredited college
2. 2-3 years of experience working with major fundraisers
3. Previous experience in a clerical role
4. Excellent written and oral communication skills / customer service experience
5. Knowledge of the parish and community
6. Experience working with Microsoft Office Suite (Word, Excel, Publisher, etc.)

#### **PREFERRED QUALIFICATIONS**

1. Bachelor's degree or equivalent experience in advancement or related field
2. Previous experience in a non-profit organization
3. Demonstrated leadership in developing and accomplishing organization goals

#### **LANGUAGE SKILLS**

Incumbent must have the ability to read, analyze and interpret general business correspondence and technical procedures or governmental regulations. Must effectively and accurately present oral or written information and respond to questions. Incumbent must have keen attention to detail.

**OTHER SKILLS AND ABILITIES**

1. Ability to work independently and ability to collaborate effectively in a professional and friendly manner with other administrative office team members and volunteers
2. Strong organizational skills; detail-oriented; capable of multi-tasking and managing workload and deadlines
3. Must be able to maintain confidentiality
4. Must be able to successfully pass a criminal background check
5. Must be willing to drive to said parishes if needed
6. Must have a valid driver's license with a good driving record

**CERTIFICATES, LICENSES**

There are no certificates or licenses required for this position.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional office and school setting with individual work spaces. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Some travel may be expected for training and or retreats. Occasional evening and weekend work may be required.

**ACKNOWLEDGEMENT**

I have read and understand this explanation and job description. This job description is subject to change at any time.

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Employee Signature

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Date

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Supervisor Signature

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Date