



ST. NORBERT

CATHOLIC SCHOOL

Truth ✧ *Family* ✧ *Service* ✧ *Peace*

JOB DESCRIPTION- Development Director

St. Norbert Catholic School is a Preschool through Eighth grade Catholic elementary school in Orange, California. We are seeking a talented, creative, and hard-working individual interested in becoming part of a team that is passionate about working together to develop students spiritually and academically, as we strive for excellence together. The SNCS Development Director is a member of the school's administration team, reporting directly to the principal. The Development Director is responsible for overseeing major fundraisers and establishing an alumni relations program.

Responsibilities:

Marketing the School

- Host Events:
 - Treats in the Streets (City event)
 - Tree Lighting Ceremony (City event)

Fundraising & Donor Relations

- Maintain Giving Program:
 - Classroom Sponsorship Fund
- Oversee annual auction
- Oversee annual golf tournament
- Oversee annual school fundraiser (i.e., Jog-R-Walk/Color Run)
- Nurture & maintain relationships with supporters

Alumni Relations

- Update and maintain alumni database
- Establish consistent periodic communication to alumni

General

- Work within a budget and coordinate that budget with the school bookkeeper
- Attend monthly Consultative School Board meetings and report on Development activities to the board members

Education & Experience

- Bachelor's Degree in related field of study (Communications, Journalism, English, Marketing, Business Administration, or other related field) preferred
- Work experience managing fundraising events and/or donor relations

Physical Demands & Environment

The conditions herein 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 the essential job functions.

Environment

- Work is performed primarily in a standard business setting.

Physical Demands

- Primary functions require sufficient physical ability and mobility to work in a school setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision

- See in the normal visual range with or without correction.

Hearing

- Hear in the normal audio range with or without correction.

Hours

- Part-time, non-exempt; 24 hours/week most weeks, with increases during major events seasons; School hours are 7:30 AM to 3:30 PM (events can take place outside of the normal school day, therefore flexibility is required)

Reports to

- Principal

Interested parties may contact Mr. Joe Ciccoianni, Principal via email:

jjciccoianni@saintnorbertschool.org.

St. Norbert Catholic School

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