



ST. NORBERT

CATHOLIC SCHOOL

Truth ♦ Service ♦ Family ♦ Peace

JOB DESCRIPTION- Development Director

St. Norbert Catholic School, located in Orange, California, provides education for students from Preschool through Eighth grade. We are seeking a dedicated and professional individual to join a collaborative team committed to the spiritual and academic development of its students while maintaining high standards of excellence.

The Development Director is a key member of the school's administrative team and reports to the Principal and Assistant Principal. This role is responsible for the design and implementation of fundraising and community engagement strategies as approved by leadership. The Director will establish and manage relationships with the administration, the consultative school board, and the donor community.

Responsibilities:

Fundraising

- Maintain, develop, and expand the Planned Giving program.
- Serve as the main point of contact responsible for the Annual Auction. This includes determining leadership of the event, coordinating volunteers, and overseeing the event to a financially successful end.
- Serve as the main point of contact responsible for the Annual Color Run. Determine leadership of the event, coordinate volunteers, and oversee the event through to a financially successful end.
- Serve as the main point of contact responsible for the Annual Golf Tournament / Pickleball Tournament. Determine leadership of the event, coordinate volunteers, and oversee the event through to a financially successful end.
- Nurture relationships with supporters, which are vital to the success of the school's fundraising program. Maintain contact with donors, invite them to special school events, and acknowledge their support in print and web media.

Marketing/Branding

- Utilize St. Norbert Catholic School Style Guide to maintain brand identity.
- Coordinate the updating of marketing materials as necessary.

Alumni Relations

- Coordinate the creation and distribution of the Alumni Newsletter.

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 classroom setting.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in a business 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:

- Variable, depending on the season/events. 20 hours/week to 40 hours/week.

Reports to: Principal, Assistant Principal, Teacher(s)

Interested parties may contact Mr. Joe Ciccoianni, Principal via email:
jciccoianni@saintnorbertschool.org.

St. Norbert Catholic School
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