

Development Director Evaluation

Name: _____ Yrs. In Position: _____ Date: _____

Ratings: (A) **Acceptable.** Meets the standards stated in the Director's Job Description.
(N) **Not Acceptable.** Does not meet Director's standards, stated exceptions, requires improvement.

Position Summary: *The Development Director will provide leadership in stewardship education and fund development for Cedar Catholic Jr./Sr. High School. The Director is to educate donors as regards the needs of the school and is to develop new time, talent, and financial resources to meet the present and future needs of the school.*

Evaluation: The President of Cedar Catholic Jr./Sr. High School will evaluate the Development Director on an annual basis before the end of the fiscal year.

Development Office:

(A) (N) The Development Office is corporately part of Cedar Catholic Jr./Sr. High School. Therefore, the Development director is responsible to the President of Cedar Catholic and must work closely with the Principal on all matters of development and strategic planning.

(A) (N) The Development Director is responsible for the operation and activities of the Development Office and is aided by a Development Committee which is a committee of the Cedar Catholic School Board and functions in an advisory capacity to the Development Director.

(A) (N) The Development Director provides the Cedar Catholic School Board with quarterly statements and an annual summary of Development Office operations.

(A) (N) The Development Director supervises and monitors the performance of the office's staff and volunteers.

Commendations and/or Suggestions for improvement:

The Catholic Schools in Cedar County:

Because the Development Office is corporately part of Cedar Catholic Jr./Sr. High School, the following duties of the Development Director apply to Cedar Catholic. They may apply to the other Catholic schools as directed by the President of Cedar Catholic at the request of the Pastor of each elementary school.

- (A) (N) Coordinates and provides leadership for all stewardship, development, and fund raising efforts, educating the school community as to such. Maintains a calendar of events for all the parishes and schools, encouraging and promoting a collaborative relationship among them.
- (A) (N) Develops new time, talent, and financial resources to meet present and future needs. Develops relationships with major gift prospects.
- (A) (N) Acts in accordance with Archdiocesan policies, as well as local and state laws as they relate to the collection, disbursement, and reporting of monies.
- (A) (N) Implements marketing and communication programs that address the needs of the school.
- (A) (N) Prioritizes immediate needs and plans for the projected needs of the school.
- (A) (N) Enables communication between the President/Principal and potential donors.
- (A) (N) Seeks volunteer support for the activities of the Development Office and the school.
- (A) (N) Attends appropriate training conferences and seminars. Maintains communication with other Development Directors in the Archdiocese of Omaha and beyond.
- (A) (N) Maintains records of all fact-to-face donor visits, donor calls/correspondence, gifts in process, and gifts completed. An annual report of the activities, efforts and gifts is to be made to the School Board of Cedar Catholic.
- (A) (N) Facilitate a thank-you process for all donors, developing and implementing recognition programs for donors in any area of development.

Commendations and/or Suggestions for improvement:

Public and Alumni Relations

(A) (N) The Director is to contact the various media sources regarding the newsworthy activities of the school.

(A) (N) The Director is responsible for cultivation and maintenance of alumni relations by providing leadership to the alumni committee, especially with regard to the quarterly alumni newsletter, school reunions, and various other alumni activities throughout the year.

Commendations and/or Suggestions for improvement:

Summary Commendations:

President/Director consensus of any performance priority goals or needs:

Priority1: _____

Action Plan: _____

Priority2: _____

Action Plan: _____

Priority3: _____

Action Plan: _____

Signatures denote review and acceptance of performance review:

President, Cedar Catholic High School

Date

Development Director

Date