

Development Director

Cedar Catholic Jr./Sr. High School

Position Summary

The Development Director provides strategic leadership in stewardship education and fund development for Cedar Catholic Jr./Sr. High School. This role is responsible for cultivating meaningful relationships with donors, educating stakeholders about the school's mission and needs, and securing new resources of time, talent, and treasure. The Director works to strengthen philanthropic engagement and ensure sustainable financial support to meet both the immediate and long-term needs of the school.

Development Office Leadership & Oversight

- The Development Office is corporately part of Cedar Catholic Jr./Sr. High School. The Development Director reports directly to the President of Cedar Catholic and works closely with the Principal on all matters of development and strategic planning.
 - The Director is responsible for the overall operation and activities of the Development Office.
 - The Director collaborates with the Development Committee, a committee of the Cedar Catholic School Board, which functions in an advisory capacity.
 - Provides quarterly financial and activity reports to the Cedar Catholic School Board and prepares an annual summary of Development Office operations.
 - Supervises, supports, and evaluates Development Office staff and volunteers.
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Development & Stewardship Responsibilities

- Coordinates and provides leadership for all stewardship, development, and fundraising efforts, educating the school community about these initiatives.
- Maintains a master calendar of development events for all parishes and schools, encouraging and promoting collaboration.
- Identifies, cultivates, and develops new time, talent, and financial resources to meet present and future needs.
- Builds and maintains relationships with major gift prospects and donors.
- Ensures compliance with Archdiocesan policies and all applicable local and state laws related to the collection, disbursement, and reporting of funds.
- Implements marketing and communication programs that support the school's mission and advancement goals.
- Prioritizes immediate financial needs while strategically planning for future growth.

- Facilitates communication between the President, Principal, and prospective donors.
 - Recruits and engages volunteers to support Development Office and school initiatives.
 - Attends professional development conferences and maintains communication with other Development Directors within the Archdiocese of Omaha and beyond.
 - Maintains accurate records of face-to-face donor visits, calls, correspondence, gifts in process, and completed gifts.
 - Prepares an annual development report detailing activities, efforts, and financial results for the School Board.
 - Oversees and ensures a timely and meaningful donor acknowledgment and recognition process.
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Catholic Schools in Cedar County

Because the Development Office is corporately part of Cedar Catholic Jr./Sr. High School, the above responsibilities primarily apply to Cedar Catholic. Duties may extend to other Catholic schools in Cedar County as directed by the President of Cedar Catholic at the request of each elementary school Pastor.

Public & Alumni Relations

- Serves as liaison to local and regional media regarding newsworthy school activities and accomplishments.
- Provides leadership to the Alumni Committee and oversees alumni engagement efforts, including:
 - Annual alumni newsletter
 - Class reunions
 - Alumni events and outreach throughout the year
- Cultivates long-term alumni relationships to strengthen engagement, participation, and philanthropic support.