

THE DIOCESE OF CHARLOTTE

Development Director for Catholic Schools



POSITION SUMMARY:

The Development Director for Catholic Schools provides strategic leadership and support to advance development efforts across Catholic schools in the Diocese of Charlotte. Working closely with school leaders, pastors, advancement teams, and diocesan leadership, this role helps strengthen a culture of philanthropy rooted in the mission of Catholic education.

This position partners with schools to support fundraising, donor engagement, and development planning while helping build long-term capacity for sustainable growth. Through collaboration, coaching, and strategic guidance, the Development Director will help advance the vitality and future success of Catholic education throughout the Diocese.

KEY RESPONSIBILITIES:

- Plans and directs quarterly regional or systemwide workshops for school presidents, principals, development staff, or key school fund development volunteer leaders.
- Meets on site regularly with each of the 20 individual schools to assess needs, set annual giving goals, and strategize for continued growth.
- Works closely with schools as they develop and carry out annual school fund development plans, aligning with school operations, advancement strategy, and systemwide Catholic school priorities.
- Works with schools to focus on both major gifts and planned gifts.
- Provides training for staff and volunteers regarding the solicitation of gifts.
- Provides strategic direction in data reporting for optimal use of donor database management systems.
- Gives direction on expanding the donor base and increasing donor engagement.
- Creates templates for school marketing, such as annual fund brochure and giving guide.
- Gathers key annual fund data from each school on a quarterly basis for systemwide analysis.
- Designs and facilitates professional development and peer learning opportunities.
- Leads Diocese of Charlotte participation for #iGiveCatholic.
- Meets regularly with Development Office staff and Catholic Schools Office staff with reports on the individual schools' activities and results. · Attends staff meetings as requested.
- Supports Catholic schools in carrying out fund development efforts in other ways as needed.

OTHER RESPONSIBILITIES:

- Performs other duties as required by the Deputy Director of Development and requested by the Superintendent of Schools.
- Coordinate work closely with the Director of Advancement for Catholic Schools on school-facing advancement priorities.

DIRECT REPORTS:

- N/A

Requirements**POSITION REQUIREMENTS:**Education

- A bachelor's degree in marketing, communications, or a related field.

Experience

- Minimum of 5 years of experience in development and/or fundraising. Preferred experience with annual fund growth, donor relations, major gifts, planned giving, or campaign support.
- Strong understanding of Catholic school mission, advancement, stewardship, and relationship-based fundraising.

Skills

- Self-motivated and able to plan, organize, and coordinate development activities in a timely manner.
- Strong written and oral communication skills.
- Proficient in Microsoft Office. Knowledge of fundraising database software and Canva experience preferred.
- Work effectively to build trust with staff, volunteers, donors, and the public.

Physical

The physical requirements described here are representative of those that must be met by an employee to successfully perform the Responsibilities of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the position's Responsibilities.

- The position requires the ability to sit or stand for prolonged periods; frequent keyboard use/repetitive hand motion; occasional reaching/pushing/pulling/working overhead; occasionally lifting/carrying up to 25 lbs.

WORKING ENVIRONMENT:

- Responsibilities involve travel within the Diocese of Charlotte and some professional development, and work beyond the regularly scheduled workday.

ABOUT THE DIOCESE OF CHARLOTTE:

The Roman Catholic Diocese of Charlotte encompasses 2,750 personnel across 93 parishes and missions and 20 Catholic schools in 46 counties of western North Carolina, with a growing Catholic population of more than 565,000.

For more information about the position and to apply click [HERE](#).