

**Director of Development  
Our Lady of Peace Parish and School  
Plainfield Road, Darien, IL 60561**

Our Lady of Peace Parish is seeking a part time Director of Development. This is an exciting new leadership opportunity within the Parish and the School. The Development Director's primary responsibility will be to increase visibility and support for the Parish and enrollment within the Parish School. This role will include working with and supporting Parish and School organizations and reaching out to the wider community and working collaboratively with both internal and external constituencies.

Responsibilities:

Strategic Planning and Marketing/Enrollment for Our Lady of Peace School

- Develop a strategic plan for recruitment and retention of students in Parish School and Religious Education Program
- Serve as primary contact for prospective students and maintain database of families
- Prepare and distribute recruitment materials, newsletters and promotional materials
- Design and implement an ongoing public relations program through media, special events, and community building activities
- Coordinate volunteer projects and programs that impact the Schools' public image
- Attends Parish Council; School Board and HSA meetings.
- Establish a Development Office Infrastructure including office systems to support development projects and operations.
- Works closely with the Pastor, Principal, School Board, Parish Council, Our Lady of Peace Home and School Association (HSA) and other Parish organizations to develop and support public relations and advertising plans.
- Participates in the development and implementation of strategies to promote Our Lady of Peace Parish's and School's missions to both the internal constituencies of the Parish and the community at large.
- Create and promote an alumni program and database
- Maintain a cooperative and supportive environment within the Parish and School

Fundraising

- Working with a core group of volunteers to design, implement and manage fundraising activities including annual giving, endowment and capital campaigns, special projects, and other parish related solicitations.
- Identifies, cultivates, and solicits philanthropic support by developing and maintaining relationships with corporations, foundations and individuals including alumni, parents and their families.
- Works with the Parish Council, HSA, School Board to develop strategies to initiate and meet fundraising goals.
- Supports OLP School HAS in annual fundraising activities.

## Qualifications

- Bachelor's degree
- Marketing or communications experience
- Excellent verbal and written communication skills including strong public speaking skills
- Excellent organizational skills
- Ability to work both as a leader and as part of a team in support of collective efforts
- Is a practicing Catholic with a deep commitment to Catholic education
- Is skilled in operating computers, and is proficient with the Microsoft Office 2007 Suite (Word, Power Point, Outlook, Excel, and Access)
- Fundraising experience and/or work with service organizations is desirable

## Working Conditions:

- Normal for an office environment
- Non-benefitted, exempt position averaging 29 hours per week
- Evening and/or weekend hours may be required.

If interested please submit resume and cover letter to: Rev. Walter Dziordz, Pastor, Our Lady of Peace Parish, 701 Plainfield Road, Darien, Il 60561 or email your resume to [Wadziordz@aol.com](mailto:Wadziordz@aol.com) & Mike Murphy at [mpmurphy@nalco.com](mailto:mpmurphy@nalco.com)