

**Position Title:** Director of Development  
**Supervisor:** Vice President for Development  
**Hiring Manager:** Vice President for Development  
**Category:** Administrative Staff, Full-time, Exempt

**General Summary:**

Catholic Theological Union (CTU) seeks a full-time Director of Development to lead our ongoing fundraising and community engagement efforts. The Director of Development reports directly to the Vice President for Development and is responsible for designing and implementing our development plan. This will include CTU's annual fund, foundation relations and grant writing, event planning and execution, donor stewardship and cultivation, and international travel opportunities. As a member of the Advancement Team, the individual Director works closely with team members, to ensure the fulfillment of CTU's mission.

**Essential Duties and Responsibilities:**

- **Strategic Plan Collaboration:**  
Work closely with the Vice President for Development and other key stakeholders to support CTU's current strategic plan. Focus on driving an increase in unrestricted fundraising and leveraging alumni referrals to support fundraising and recruitment efforts.
- **Fundraising Campaigns:**  
Plan, execute, and evaluate annual fundraising campaigns, including major gifts, planned giving, foundation relations, and any future capital campaigns. Ensure that development efforts align with the institution's mission and strategic goals, including expanding networks and fostering new partnerships.
- **Grant Writing and Administration:**  
Guide and support internal or external stakeholders in the development of grant proposals, ensuring that funding opportunities align with CTU's strategic plan, mission, and vision. Assist grant recipients with reporting requirements to foundations, ensuring they understand and meet compliance guidelines. Provide guidance throughout the grant administration process.
- **Donor Stewardship and Cultivation:**  
Identify prospective donors and cultivate relationships with current donors. Lead the development of donor communication strategies that highlight CTU's mission, values, and impact. Collaborate on developing solicitation materials that raise CTU's profile and increase engagement.

- **Event Leadership:**  
Lead the planning and execution of high impact fundraising events, including international Biblical travel experiences. Collaborate with the Marketing and Communications teams to drive attendance and engagement in these events, aligning with CTU's goals of fundraising and student recruitment. Specific events include Sundays at CTU, Blessed are the Peacemakers Board of Trustee Dinner (annual), St. Oscar Romero Scholarship Annual Fundraiser "Del Corazon a la Mesa" and Augustus Tolton Scholarship Annual Fundraiser "Harambee".
- **Data Management and Reporting:**  
Oversee data management using the eTapestry online database. Ensure the accuracy and timeliness of reports, including the production of the annual report and quarterly Board of Trustees' Development Reports.
- **Other:**  
Collaborate with the VP for Development in expanding CTU's relationships with corporate members, dioceses, and Catholic-adjacent institutions to enhance unrestricted giving and strengthen the institution's reputations.  
  
Perform other duties as assigned by the VP of Development.

**Knowledge, Skills, and Abilities Required:**

- Bachelor's degree required; Master's degree preferred. CFRE credential or ongoing fundraising education desired.
- Minimum of 5 years of experience in a senior leadership role in fundraising or development.
- Proven track record in managing fundraising campaigns and developing donor relationships.
- Strong project management skills with the ability to balance multiple initiatives simultaneously.
- Excellent communication, presentation, and interpersonal skills.
- Familiarity with fundraising software and data-driven reporting.
- A willingness to travel and work evenings and weekends as required, approximately 1 month a year.
- Sensitivity to working in a Catholic graduate school of theology and ministry.

Catholic Theological Union is an Equal Opportunity Employer and provides equal employment opportunities to all candidates without regard to race, traits associated with race, color, religion (except where religion is a bona fide occupational qualification for the job), national origin, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other legally protected characteristics. Applications from members from racially and ethnically underrepresented groups are encouraged. Catholic Theological Union is committed to providing reasonable accommodations, as required by law.