

HOLY REDEEMER SCHOOL
Development Coordinator
August 7, 2019

JOB DESCRIPTION

I. JOB TITLE: *HRS Development Coordinator*

- A. Hours:** 20+ hours per week, 52 weeks
- B. Benefits:** Prorated Personal & Sick Days
- C. FLSA** Non-Exempt
- D. Reports to:** Pastor
- E. Direct Reports:** None
- F. Provides work direction to:** Volunteers
- G. Receives work direction from:** Parish Administrator & Principal
- H. Resource Person to:** Staff, parishioners and various committees or organizations, as requested.

II. PURPOSE OF POSITION: to provide growth initiatives at Holy Redeemer School through focused efforts on school enrollment, advocacy, grant writing, and fundraising.

III. CHURCH EMPLOYMENT RESPONSIBILITIES

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church, such that it can embarrass the Church or give rise to scandal. **It is required that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church**

IV. REPRESENTATIVE RESPONSIBILITIES:

- *A. Be present where needed, ready for work, to recognize situations that require additional effort, requesting permission to work additional time, to put in more time when necessary, to provide an example of punctuality.
- *B. Work independently, completing work as needed in regards to recruitment, grants, marketing & fundraising.
- *C. To participate in creating a productive, harmonious environment, promoting good morale, adequate communication and cooperative teamwork
- *D. Develop a recruitment plan for Holy Redeemer School
- *E. Manage recruitment activities starting at birth
- *F. Develop a database and tracking tool of prospective students
- *G. Create marketing programs that specifically target recruitment (starting at birth) and prospective students
- *H. Create promoters of the school through staff, families and students through educational opportunities.
- *I. Create & implement a fundraising strategy

- ***J.** Coordinate volunteers for fundraisers or other areas where needed
- ***K.** Coordinate activities that relate to recruitment and student enrollment, such as but not limited to Kindergarten Round-up, Registration, Open House & Signing Day
- ***L.** Monitor & use social media for the promotion of Holy Redeemer School
- ***M.** Assist with exit interviews for all families that are leaving, for any reason, including 8th grade parents & students.
- ***N.** Create & assists with the annual school survey and other surveys, as needed
- ***O.** Research grant opportunities and assist with the grant writing and application process
- ***P.** Ensure that all employees and volunteers who work with youth and/or vulnerable adults are compliant with the New Ulm Diocesan Safe Environment Policy
- ***Q.** Monitor spending and regularly review department's performance to annual budget
- ***R.** Maintain the area or building in which you work or where your department's events are held
- ***S.** Ensure that your department's events and activities are reflected on the parish's calendar
- ***T.** Attend meetings relevant to area of ministry
- ***U.** Lead and find resources for prayer for staff, committees and parish meetings
- ***V.** Actively participate at staff meetings, retreats and workshops
- ***W.** Supervise employees and volunteers who work for you
- ***X.** Serve as an education resource to the staff, committees and parish in areas in which you are knowledgeable
- ***Y.** Perform other miscellaneous tasks, which may or may not be directly related to your position, that are necessary to enable the Church of the Holy Redeemer to continue the mission of Jesus Christ

Other Responsibilities: Includes additional tasks identified (as needed) by the incumbent employee and/or assigned and approved by the supervisor.

The responsibilities listed above are representative of the job and are not inclusive.

Those preceded by a "*" are essential functions of the job.

HRS Development Coordinator

Qualifications:

One to three years of experience in a similar position preferred.
Minimum education: High school degree
Possess computer word-processing skills
Proficient in appropriate software; desk top publishing, data entry, MS Office
(Excel, Word and Outlook)
Possess a good knowledge of the Roman Catholic doctrine and tradition
Possess extensive telephone skills.
Successfully complete Safe Environment requirements

Mental Demands

Utilize a good knowledge of the English language
Speak and write clearly and legibly.
Provide clear direction.
Utilize strong interpersonal skills including relationship building, networking,
Team work and conflict resolution
Follow directions and work without supervision.
Exhibit promptness and dependability
Project a personal lifestyle with Christian values.
Ensure confidentiality in all areas.
Be honest and trustworthy at all times.
Be highly organized and maintain a sense of order
Work with urgency and purpose
Utilize good decision making ability
Utilize good strategic thinking
Be action and results oriented
Be multi-tasked
Attend continued education as requested.
Exhibit patience and calmness in chaotic situations.
Participate in applicable workshops, seminars and Archdiocesan organizations

Physical Demands

Work 20+ hours per week
Go up and down steps
Lift 15 lbs. (paper, files, small office equipment, etc.) using proper lifting techniques.
Sit for long periods of time.
Operate telephones, computers and various office equipment.
Work longer (or evening) hours when needed.