



**Great Falls Central Catholic High School**  
2800 18<sup>th</sup> Avenue South Great Falls, MT 59405  
Ph. (406) 216-3344

**Job Description** – Development Director

**School Information** : Vibrant, state-accredited, Catholic high school with 11 different sports and activities offered. Mission driven curriculum is taught by dedicated teachers and support staff. Team focused leadership approach and a “family” environment makes this job a great fit for the person who enjoys working collaboratively. 70% of our students receive financial assistance.

**Position Responsibilities:**

- Meets current and prospective donors, includes frequent off-site meetings
- Oversees direct appeals, donor mailings, and monthly giving program
- Solicits and cultivates major gifts and planned giving
- Collaborates with other staff members to prepare and submit grant applications
- Prepares and delivers quarterly fundraising reports to principal and board
- Maintains records of donor and prospect contacts
- Within a team, plans and executes fundraising events

**Qualifications preferred:**

- Personable, outgoing, energetic, welcoming, organized, self-starter, collaborative
- Ability to build positive relationships with donors and community
- Excellent communication skills, written and verbal, editing, and publishing skills
- Experience in fundraising, special event organizing, public relations
- Familiar with Microsoft Office, Google suite, Sales Force, and willingness to expand computer skills as needed
- Clear understanding of Catholic education and needs of schools
- Able to change course as necessary, respond to opportunity, and stay focused on priorities

**Requirements:**

- Flexible schedule
- Clean driving record
- Support Catholic mission
- Background check

**Education:** Bachelor’s degree in business/marketing or 4 years of demonstrated fundraising, public relations, grant writing, and/or marketing experience

**Reports to:** Principal

**Compensation Package:**

- Competitive salary
- Employer paid premiums for:
  - Health coverage
  - Dental coverage
  - Vision coverage
  - Life insurance
- Retirement contribution paid by employer
- HSA or FSA options
- Generous paid leave benefits for personal, sick, family, and birth of child
- Tuition discount at all Catholic schools in Great Falls

**Submit resume, letter of interest, and references to:**

**Great Falls Central Catholic High School**

**Attn: Angel Turoski, Principal**

**2800 18th Av S**

**Great Falls, MT 59401**