

DEVELOPMENT/ADVANCEMENT DIRECTOR

Development is an essential component for the continued existence of schools in the Diocese of Harrisburg. The Development Director is the staff person who advises the Principal and, when appropriate, the local Board of Directors/Education on gathering resources to advance the school's mission, and who, on behalf of the Principal, develops and implements the strategies necessary to gather those resources.

The principal areas of responsibility for the development director may include an annual giving campaign, public relations, student recruitment, and the cultivation and solicitation of donors. In addition, the development director should provide input to the local Board of Directors/Education on planning for the financial stability of the school, creating new sources of revenue and to generate scholarship funds, as well as planning for improvement and expansion, including program growth, additional activities, physical plant enhancement, and endowments.

Each secondary school in the Diocese of Harrisburg should employ a Development Director for its school.

Elementary schools are strongly encouraged to consider at least a part-time Development Director or Development Committee.

The Principal hires the Development Director who is directly accountable to the Principal.

The Principal shall prepare a position description for the Development Director as a Professional Employee, and shall evaluate his/her performance on the fulfillment of those expectations. Compensation for the Development Director must be in the form of a stated salary and may not be based on any form of commission or bonus.

It is recognized that as part of the Development Director's responsibilities they will be privy to and deal with confidential and/or proprietary information concerning the school and its benefactors and donors. As a condition of employment and as part of the employee's compensation, for a period of 5 years after the expiration of employment, employee agrees not to divulge or disclose such confidential and/or proprietary information or to solicit such benefactors within the service area of the school.

The Development Director is bound by the policies of the Diocese of Harrisburg and the local school, and understands that as a school representative they must reflect the Catholic identity and mission of the school.