

CATHOLIC DIOCESE OF SAGINAW
Position Description

Name:

Date: Feb 1, 2017

TITLE: Stewardship Coordinator

SUPERVISOR: Director of Development

STATUS: Full-Time, Exempt

General Description

In alliance with the Bishop, his leadership, and the pastoral letter to the people of the Diocese of Saginaw, “*A Future Full of Hope*”, this position participates in the full mission of the diocese which seeks to be an evangelizing church to engage and equip the Faithful to do Christ’s work.

The defining task of the Stewardship Coordinator is to create a comprehensive program for parishes that encompasses the full spectrum of stewardship education to animate our call to baptism according to Scripture. Stewardship education begins with the introduction of the concept of stewardship and progresses through end-of-life decision making. The Stewardship Coordinator works with other diocesan staff to integrate stewardship into the parishes, the Catholic schools, faith formation programs, RCIA, youth and young adult ministries. The stewardship coordinator, with a collaborative spirit, helps create and disseminate CSA materials to parishes to help each parish meet its goal and long term success. This position may also be asked to lead various special events as required.

These duties are expected to be performed according to the Mission of the Catholic Church and the policies and procedures outlined in the Diocesan Employee Handbook.

Essential Functions

Stewardship

- A. Develop a program for parish stewardship education available to all parishes; assist with implementation upon request, and tailor the program to the needs of the individual parish.
- B. Work with parishes to create, train and maintain stewardship committees.
- C. Develop and train individuals for leadership roles to speak on behalf of stewardship at the parish level.
- D. Stay current with trends in stewardship and share information and practical suggestions with constituents.

- E. Serve as a consultant to parish leadership for resource development and assist in calling forth sacrificial giving from the people.
- F. Conduct on-going research to identify potential donors and obtain information concerning financial capabilities, special interests, past giving history, current connections with the parish and diocese, close friends, advisors, financial contributions, Catholic network and other similarly based missions organizations. This may be accomplished in conjunction with the CSA campaign and other events.
- G. As directed, cultivate the interest of prospective, current or lapsed donors through a broad medium of promotional materials, seminars, donor recognition societies, and consistent personal visitation to establish and maintain their relationship with the diocese and parish.
- H. Develop a diocesan stewardship working committee to implement and support stewardship teachings and the annual Catholic Service Appeal in the parishes.

Catholic Service Appeal (CSA)

- A. Develop, monitor and maintain a time line for the CSA campaign.
- B. Create an annual theme in collaboration with other interested parties.
- C. Design and coordinate the distribution of all CSA materials and information gleaned from the appeal.
- D. Research successful appeals and apply the materials and techniques used to the diocesan campaign.
- E. Work with third-party vendors to ensure the timely, accurate production of all CSA material.
- F. Train and consult with pastors, pastoral administrators, parish staff and CSA chairpersons as needed to carry out the functions of the CSA.
- G. Maintain the appeal donor's data base which identifies donors that could be instrumental in directing funds to the mission of the church.
- H. Collaborate in the cultivation and maintain relationships with donors.

COLLABORATIVE RELATIONSHIPS - EVENTS

The Stewardship Coordinator is directly accountable to and evaluated by the Development Director, with the following responsibilities

- A. Works with the development department to execute annual events, including Bishop's Ball, Golf Outing, Bishop's Christmas gatherings. This position may be asked to take the lead on any of these events as necessary.
- B. Works closely with other constituents on a variety of projects as needed.
- C. Maintains membership in the International Catholic Stewardship Council and other appropriate national and local organizations.
- D. Develops and fosters a working relationship with pastors, pastoral administrators, a Stewardship Advisory Committee, and a network of professionals throughout the Diocese and beyond (attorneys, accountants, financial planners, CPA's, etc.)

- E. Participates in regular and impromptu staff meetings/planning sessions.
- F. Understands the structure and workings of the Catholic Community Foundation of Mid-Michigan (CCFMM) and its Board of Trustees.

WORKING CONDITIONS

Work is performed in office settings and out of office meetings with contacts. While performing the duties of this job, the employee is required to stand, walk, reach, sit, hear and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 20 lbs. Travel primarily within diocese is required and evening and weekend work are necessary.

The Stewardship Coordinator must be willing to travel to work with pastors, parish staff and donors as needed. Therefore, the hours are flexible, requiring night meetings and weekend work.

QUALITIES AND SKILLS

- A. A practicing member of a Catholic parish with personal acceptance/practice of stewardship as a way of life
- B. A dynamic individual who comprehends the active roles of laity
- C. An internally-motivated self-starter with excellent communication and inter-personal skills, sound judgment and discretion, with ability to multi-task, and consistency of follow through
- D. A relational individual who is and donor-oriented and who can work independently with little supervision.
- E. A person who cultivates a positive relationship with Pastors, Pastoral Administrators, Deacons and Parish Staff.
- F. A person capable of speaking to and gaining the respect of large groups, interact professionally within groups and have the ability to write in a concise, lucid style.
- G. A mature professional with the ability to maintain confidentiality.

Requirements and Preferences:

Education Required: Bachelor's Degree; understanding of Catholic teaching in Stewardship.

Experience Required: Three years' experience in Stewardship. Solid working knowledge of creating and administering budgets.

Experience Preferred: Five years' work experience; prefer experience at diocesan level. Working knowledge of diocesan, vicariates, parish structures and operations.

Skills Required: Excellent communication, organizational, and administrative skills; proficiency with Microsoft Office software.

Skills Preferred: Ability to attract and effectively supervise volunteers.

Other Required: A Catholic who supports, lives and communicates the teachings of the Catholic Church; ability to provide own transportation; valid driver's license and verification of auto insurance; availability to work evenings and weekends as needed.

NOTE: This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee: _____ Date: _____

Supervisor: _____ Date: _____