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## Catholic Diocese of Columbus

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### Employment Opportunity

**Date:** November 7, 2018

**Office:** Development and Planning

**Position:** Stewardship Coordinator

**Deadline:** November 30, 2018


**Status:** Full time - Exempt

**Practicing Catholic:** Preferred

**Position Summary:** The Stewardship Coordinator is responsible for creating a comprehensive program for parishes and the diocese that encompasses the full spectrum of Catholic stewardship education. Works with other diocesan staff to create opportunities to encourage, educate and promote stewardship throughout parishes, Catholic schools, and the diocese. Support parishes in the coordination of parish offertory enhancement and capital improvement campaigns and feasibility studies. The position is expected to use personal judgment in carrying out routine duties and responsibilities of the Office. This position reports directly to the Associate Director of Development and Planning.

**Job Responsibilities:** Responsibilities include, but are not limited to, the following:

1. Develop a plan for parish stewardship available to all parishes; assist with implementation upon request, and tailor the program to the needs of the individual parish.
2. Work with parishes to create, train, and maintain stewardship councils, committees, etc.
3. Develop and train individuals for Lay Witness Talks and other opportunities to speak on behalf of stewardship at the parish level.
4. Stay current with trends in stewardship and share information and practical suggestions with constituents.
5. Serve as a consultant to parish leadership for resource development and assist in calling forth sacrificial giving from the people.
6. Work directly with leadership to 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 mission organizations.
7. Work directly with leadership to 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.
8. Work with parish committees and deanery members to implement and support stewardship teachings and the Annual Appeal in the parishes.
9. Assists with special projects, including, but not limited to, those held on weekends and evenings, the Bishop's Golf Classic and the Bishop's Annual Appeal Events.



**Related Skills:** An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent oral and written communication skills and knowledge of office equipment. Knowledge of Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel); the ability to work with others in a collaborative team environment and to maintain all information highly confidential.

**Education and Experience:** High School degree or Diploma is required; Bachelor Degree in Communications is preferred. A minimum of two years prior experience with diocesan stewardship or 5 years in a parish setting is required.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS “Protecting God’s Children” program. Compensation is commensurate with experience and ability. Benefits are according to Diocesan policy.

Send cover letter, resume and references by November 30, 2018 to:

Dominic Prunte  
HR Director  
[dprunte@columbuscatholic.org](mailto:dprunte@columbuscatholic.org)