

DIOCESE OF LAFAYETTE, LOUISIANA
OFFICE OF STEWARDSHIP & DEVELOPMENT
Job Description

Position Title: <i>Director, Office of Stewardship & Development</i>	Immediate Supervisor: <i>Director of the Secretariat of Stewardship</i>
Position Status: <i>Exempt, Full-time Regular, Benefits Eligible</i>	(Regular) Work Schedule: <i>M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon</i>

Position Summary: The Director of Stewardship & Development is responsible for developing, directing and coordinating programs that encourage stewardship as a way of life throughout the Diocese of Lafayette. The Director also has overall responsibility to plan, design, implement, coordinate and manage a comprehensive development program consistent with Diocesan objectives in order to secure the financial support for the present and future needs of the Church in the Diocese of Lafayette.

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality. The Director must be a team player who will share and participate in the vision and goals of the Bishop and of the Diocese.

The person in this position follows the established working hours of the Diocese of Lafayette Central Office and shall follow all diocesan and office policies, procedures, and regulations.

Essential Duties and Responsibilities:

- Plan, design, implement, coordinate and manage a comprehensive development program that is consistent with diocesan objectives and secures the financial support for the current and future needs of the Diocese, including its parishes, schools and other agencies. This development program shall include, but not be limited to, the annual Bishop’s Services Appeal, planned giving and endowment program.
- Develop, maintain, support and direct Stewardship programs that educate, challenge and encourage the people of Lafayette to give of their time, talent and treasure to the Diocese and its parishes, schools and other institutions. This program shall include, but not be limited to, the creation and distribution of resources and materials and the development and delivery of training sessions for parish and school personnel, volunteers, and clergy.
- Provide assistance, expertise, guidance and support for development activities to diocesan parishes, schools and other institutions. These activities shall include, but not be limited to, offertory enhancement, capital campaigns and fundraising.
- Identify, develop and maintain relationships with funding sources for current and future needs of the Diocese through grants, foundations, agencies and organizations that fund Catholic causes.
- Discover, cultivate and motivate potential major donors to secure present and future gifts.
- Work with professionals in the legal, planning, trust, investment, insurance and marketing fields to inform and involve them in the development efforts of the Diocese.
- Supervise, lead, train and coach the staff of the Office of Stewardship & Development
- Plan, prepare and administer the Office budget.
- Recruit and recommend members to serve on stewardship and/or development committees

Additional Duties:

- To assist with data input and maintenance of donor files.
- To attend related meetings, conferences, etc., as necessary.
- To assist in preparation of communications and other materials.
- To develop professional contact that will assist in the promotion of the Mission of the Diocese.

- To collaborate with local media professionals and in-house Directors, particularly the Offices of Acadiana Catholic, Website, and Radio/TV.
- Other duties as directed by the Bishop and/or or the Director of the Secretariat of Stewardship.

Required Knowledge, Skills, and Abilities:

- Ability to maintain confidentiality.
- Must be a practicing Catholic in good standing.
- Must maintain up-to-date personal certification for diocesan Safe Environment program.
- Proficient in using Word, Excel, Outlook and other software used to create designs and presentations and to maintain donor records and giving history and capacity
- Strong organization, leadership and communications skills.
- Ability to work collaboratively and compassionately with other Central Office Directors and staff members, as well as clergy, lay personnel and volunteers through the Diocese.
- Ability to take initiative and to see projects through to completion.
- Demonstrated ability to communicate successfully both orally and in writing.
- Demonstrated ability to raise funds, preferably in a non-profit environment.
- Demonstrated ability in planning and marketing.
- Minimum of Bachelors degree from an accredited university in Business, Marketing, Communications, Public Relations or related area of study.
- Minimum of five years related work experience, preferably in a non-profit/religious environment.
- Certified Fundraising Executive (CFRE) designation preferred.

Job Conditions/Physical Demands: *(The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job.*

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- While performing the duties of this job, employee is frequently required to sit, ambulate, talk and hear, and occasionally to stand.
- Specific seeing abilities include close vision, depth perception, and ability to adjust focus.
- Must be able to push, pull, lift, and carry items up to 10 pounds.
- Work is performed in an office setting.
- Travel inside and/or outside the Diocese that may require the use of personal vehicle; proof of proper automobile insurance necessary.
- Must possess a valid driver's license.
- May be called upon to work beyond the regular work schedule on weekends, evenings or holidays.

I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the office change.

BUSINESS/COMMUNITY ORGANIZATIONS (include only those which might relate to your position)

DO YOU HAVE ANY RELATIVE(S) EMPLOYED BY THE DIOCESE? Yes No

If yes, please list their name(s), relationship to you, and their position with the Diocese

WORK EXPERIENCE (List present and past employment beginning with your most recent employment. If additional space is needed, please use another sheet of paper and attach.)

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position	Duties
	From (date)	
	To (date)	
	Salary	
Reason for Leaving		
Supervisor		

May we contact your current employer? Yes No

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position	Duties
	From (date)	
	To (date)	
	Salary	
Reason for Leaving		
Supervisor		

EMPLOYER NAME, ADDRESS and PHONE NUMBER	Position	Duties
	From (date)	
	To (date)	
	Salary	
Reason for Leaving		
Supervisor		

REFERENCES: PERSONAL AND PROFESSIONAL (do not include relatives)

NAME	ADDRESS	PHONE NUMBER

THE FOLLOWING IS AN IMPORTANT PART OF THE APPLICATION AND SHOULD BE READ CAREFULLY

I understand that if employed by the Diocese of Lafayette Central Office, my acceptance of employment does not constitute an employment contract and no agreement to the contrary (written, stated, or implied) will be recognized unless entered into with the Moderator for Stewardship of the Diocese. I understand that my employment with the Diocese shall depend on satisfactory replies from my references and former employers. I also understand that if my job/ministry involves contact with minors, I must undergo a criminal background check as a condition for employment. I agree to abide by the rules, policies, and codes of professional conduct of the Diocese and that while the Diocese may have in effect certain personnel procedures and practices, neither the existence of the procedures and practices, nor the Diocese's use or failure to use them, creates any obligation between the Diocese and myself. I understand that my employment is for no definite period and may be terminated with or without notice, at any time, for any reason, or no reason, by the Diocese or by myself. I further understand that hours of work will be flexible when deemed necessary by the Diocese.

I authorize the Diocese to verify any statements made by me on the application and any other Diocesan form(s) completed by me. I authorize all persons having knowledge of myself or my records to release such information to the Diocese. I release these companies and persons and the Diocese from any and all liability or claims that may arise by such disclosures or investigations.

I certify that the statements made by me on this application are true, complete, and correct and it is further understood that should any falsification be discovered, it will constitute grounds for non-acceptance or for dismissal.

Applicant's Signature

Date