

## **JOB DESCRIPTION**

### **Title: Director of Stewardship and Development**

**Job Summary:** The Director of Stewardship and Development is responsible for overall stewardship education and fund development for the diocese and The Catholic Charitable Foundation for the Roman Catholic Diocese of San Angelo; educating parishioners and donors on the needs of the diocese and The Catholic Charitable Foundation for the Roman Catholic Diocese of San Angelo; and developing new time, talent and financial resources to meet present and future needs of the diocese and The Catholic Charitable Foundation for the Roman Catholic Diocese of San Angelo.

**Other Requirements:** The Director of Stewardship works with the bishop and the diocesan finance officer in maintaining effective stewardship of diocesan resources, creating new opportunities and promoting appropriate financing for diocesan programs.

**Supervisor: Bishop**

### **Management Duties and Responsibilities**

#### ***Stewardship Education***

- Responsible for promoting stewardship as a way of life by planning, organizing and staffing stewardship outreach with a focus on education and training at the parish and diocesan levels.
- Seeks to ensure that the theology of stewardship is integrated into all development efforts and is embraced at all levels of the diocese.
- Works closely with diocesan staff and Foundation trustees to develop and conduct stewardship education activities and materials for use by parishes and schools throughout the diocese.

#### ***Fund Development Efforts***

- Serve in executive director's role for The Catholic Charitable Foundation for the Roman Catholic Diocese of San Angelo, whose purpose is to provide the diocese with a long-term funding base for identified current and future capital and operational needs.
- Recruit and work closely with Foundation leadership, trustees and members, to achieve revenue and investment objectives, and to reset those objectives annually.
- Identify and develop major contributors for the diocese and Foundation.
- Initiate a diocesan-wide planned giving program that will give the donor several options for making tax-wise gifts to their parish, the diocese, and the Foundation.
- Support diocesan and Foundation fund development through planning, research, grant-writing, donor solicitation, events, and direct-mail appeals.
- Identify and solicit foundations and corporations that might be supportive of diocesan programs or parish needs.
- Maintain a database of all foundations with potential to fund diocesan or parish needs.
- Responsible for parish, school and agency support by establishing links with parishes, schools and diocesan programs so that the Stewardship and Development Office is a resource to all.
- Responsible for regular and ongoing communication with pastors and parish leaders for the

promotion of stewardship education and accountability for development efforts.

- Responsible for coordinating all development activities of the diocese so that each entity achieves maximum results without hurting the efforts of another entity, e.g., avoiding conflicting grant requests, financial appeals and other scheduled development activities.
- Responsible for the management of the stewardship and development budgets.
- Follows all policies as established by the diocese and the Foundation Board of Trustees.
- Develops and maintains databases of donors, prospective donors, grants awarded and endowment gifts
- Works with Foundation Investment Committee to approve a recommended spend rate to be adopted by Trustees at their Annual Meeting
- Writes letters in January to be included with checks to beneficiaries of all endowment funds
- Writes an annual letter on behalf of the Foundation to donors of each individual endowment fund, including a financial report at year end showing the value of the fund at beginning of year, donations made, grants paid and administrative fees charged to the fund during the year, and the value of the fund at year end.
- Maintains confidentiality of donor information.
- Produce letters of thanks for contributions and grants.

### ***General***

- Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

### **Qualifications:**

- Practicing Catholic in good standing.
- Excellent written, oral, and interpersonal communication skills required
- Bachelor's Degree required. Major in Business, Communications or Marketing preferred
- Related experience in management and development will be considered
- Computer skills including use of Microsoft Office applications, Development software and Internet search engines
- Ability to work with and appropriately handle confidential information
- Bilingual English/Spanish preferred

### **Working Conditions:**

- Schedule of hours: 40 hours per week.
- Prior approval of overtime is required.
- Travel to other cities in Diocese of San Angelo will be routinely required

### **Application Procedure**

- To apply, please submit the following materials, confidentially and as separate PDF attachments in one email to Steve McKay at [smckay@sanangelodiocese.org](mailto:smckay@sanangelodiocese.org).
- Cover letter that aligns your experiences and skill set with the current needs of the diocese as you understand them.
- Current resume with all appropriate dates included.
- List of five references including names, relationship, phone numbers and email addresses. No references will be contacted without your knowledge and approval.