

Director of Stewardship and Development Job Description

JOB PURPOSE:

As a member of the Holy Apostles Catholic Church staff, the Director of Stewardship and Development serves the parish by cultivating and growing the resources of the parish and promoting habits of good stewardship and communication among the parishioners, parish leadership, and parish administration.

The Director of Stewardship and Development is primarily responsible for fostering financial stewardship, cultivating relationships with benefactors, inspiring confidence in potential benefactors, effectively carrying out campaign fundraising, and working with the pastor and staff to improve the overall financial situation of the parish through improved communications and processes.

GOALS & OBJECTIVES:

The Director of Stewardship and Development will create and facilitate ways to improve regular offertory among parishioners. He/she will also create various strategies that promote one-time and annual gifts. He/she will also work with the *Diocesan Office of Stewardship and Development* to cultivate relationships with parishioners who establish endowments. The Director of Stewardship and Development will provide leadership in developing an Annual Financial Report and other regular means of communication on financial transparency and stewardship in the parish.

REPORTS:

Direct Manager: Pastor

TYPE:

Exempt from Overtime, Salaried, Full time: 40 hours per week with benefits
Able to work flexible schedule as necessary (nights, weekends);
Hiring Range at \$45,000-\$48,000 DOE

DUTIES & RESPONSIBILITIES (to include but not limited to):

Stewardship

- Works with pastor, staff, and preschool to continue the “Stewardship as a Way of Life” plan, integrating stewardship activities and evangelization efforts within the parish
- Cultivates best practices for engaging parishioners through gifts of time, talent, and treasure
- Develops a Stewardship Committee and works with volunteers to cultivate a warm and hospitable culture of stewardship in the parish

Communications

- Works with Secretary to coordinate marketing materials among various parish departments/ministries (website, bulletin, email, publications, etc.)
- Assists and gives input to pastor, Preschool Director, and Staff for more effective parish communication strategies
- Communicates with parish benefactors (assists Director of Operations in annual statements, assists pastor in acknowledging gifts to parish, etc.) with the goal of increasing committed giving and financial stewardship

- Attends staff meetings, finance council meetings, and other committee meetings. Attends the Diocesan Planned Giving meetings where appropriate for training and development

Development

- Works with the *Diocesan Office of Stewardship and Development* in donor relations for parish members of the Catholic Legacy Society and the annual Diocesan Appeal, etc.
- Provides leadership on the parish's ongoing capital campaign
- Works to continue building fiscal strength of the parish, to include regular offertory, planned gifts, End of Year Gifts, Endowments, etc.
- Collects information and works with staff and publishers for the Annual Report (July) and January Tax Statements
- Responsible for keeping donor information and other private personal information confidential

TECHNICAL SKILLS & KNOWLEDGE PROFILE:

- Bachelor degree or equivalent combination of education and related experience required
- Preferred major in Business Administration, Philanthropy, Accounting, Finance, Organizational Effectiveness, Pastoral Administration, or Personnel Administration
- Preferred five to ten years' experience in communications, taxes, business, fundraising, sales or management
- Strong organizational leadership skills along with oral & written communication skills required
- Demonstrated effective management of people and processes required
- Computer skills and knowledge of accounting required
- Knowledge and understanding of the Catholic Church and its mission required
- Demonstrated previous experience in stewardship, communications, and/or development; experience of setting and administering departmental and campaign budgets within a mid-size, complex organization, preferably a Catholic Church; progressive development experience overseeing successful fundraising programs

PROFILE FOR SUCCESS:

- Practicing Roman Catholic preferred who upholds the teachings and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and of the Church hierarchy, especially related to stewardship and charitable giving
- Has the ability to support the mission of the parish and working knowledge of parish and parish school dynamics; must be familiar with the New Evangelization effort in the Church
- Proven track record of realizing major or planned gifts; working knowledge of planned giving investments; and ability to inspire confidence among donor prospects. Understanding of campaign fundraising is preferred
- Highly developed interpersonal skills, with the capacity to inspire trust in people from a wide variety of backgrounds. Excellent written, verbal and public speaking skills
- Management abilities to include strategic planning, budget preparation, project management, and attracting /supervising volunteers
- Self-directed and able to work a flexible schedule to include some nights and weekends, and travel as necessary to achieve objectives and meet demands
- Proficiency with information technology, including Microsoft Office and Outlook
- Maintains confidential information and has a high degree of personal integrity
- Foster a warm, welcoming, positive and cheerful environment for both staff and parishioners
- Foster respect and dignity of all, does not gossip, does not slander or malign others
- Adhere to business professional dress code

Also: Applicants considered for position must undergo a background check and training in compliance with Diocesan standards for Safe Environment Training program and related diocesan requirements.

Signatures and Approvals

Review and Approval:

Pastor: _____ Date: _____

ACKNOWLEDGEMENT AND APPROVAL:

Name: _____	Date: _____
Director of Operations: _____	Date: _____