



**Catholic Diocese of Baton Rouge**  
**Director of Stewardship**  
**Full-Time Benefits Eligible Position**

General Statement of Duties

The Director of Stewardship serves as the chief fund raiser for the diocese, overseeing the Stewardship Office, parish and school stewardship training, the Bishop's Annual Appeal, fund raising by the diocese and the Catholic Foundation and assists parishes in selecting vendors for their fund raising campaigns.

Education and Experience Requirements

- Bachelor's degree required, preferably in Business, Communications, Marketing, Non-Profit Management or Philanthropy and five years specifically related experience. Certified Fund Raising Executive (CFRE) certification preferred.
- Valid, current driver's license and own, reliable transportation.
- Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic in good standing, who is registered and active in a parish,.

Must Be Able to Demonstrate

- Ability to develop and cultivate diverse relationships, including peers, staff, pastors, principals and potential donors.
- Administrative and fund development expertise and ability in program and business development; working knowledge of fund raising software.
- Excellent managerial skills including the ability to appropriately supervise staff and vendors.
- Must have a working knowledge of fund raising software and social media and able to innovatively promote the use of technology to further the goals of the office.
- The ability to travel to parishes and schools and work outside of office hours.

Please submit letter of interest, resume, and references to [hr@diobr.org](mailto:hr@diobr.org).

**Applications must be received by March 31, 2020**