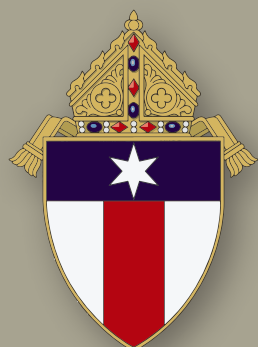




August 2019



# Director of Stewardship & Development

The Catholic Diocese of Lincoln





## ANNOUNCEMENT SUMMARY

The Diocese of Lincoln seeks an experienced Catholic development professional to build a culture of stewardship and financial support of diocesan ministries, parish communities and the broad Church within the diocese. The new Director of Stewardship & Development will work closely with Bishop James Conley and other senior diocesan officials to implement an expanded role in support of parishes and schools, annual fundraising programs, stewardship education, capital campaigns, special projects, and bequest promotion. Interested candidates should submit a cover letter, resume, and attached application to Marsha Bartek, Human Resources Manager at [marsha-bartek@lincolndiocese.org](mailto:marsha-bartek@lincolndiocese.org).

## MISSION

The mission of the Diocese of Lincoln is to draw people into the joyful and abundant life of Christ.



# DIRECTOR OF STEWARDSHIP & DEVELOPMENT

## ABOUT THE DIOCESE

The Diocese of Lincoln—located in Lincoln, Nebraska—is 25,000 square miles and includes everything south of the Platte River from the borders of Colorado to Iowa. The Diocese is comprised of 134 parishes, 25 elementary schools, and 6 high schools that serve approximately 97,000 Catholics.

The Diocese of Lincoln currently raises approximately \$4 million dollars annually through the Charity and Stewardship Appeal and the Bishop's Appeal for Vocations. We are nearing the completion of the successful Joy of the Gospel capital campaign held in 2015-2016, a \$62 million dollar initiative to fund Catholic education, priestly formation, clergy retirement, new evangelization efforts and local parish projects.

## POSITION SUMMARY

The Director leads the Development team and is responsible for all aspects of the fund development and stewardship programs for the Diocese of Lincoln.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Be familiar with the principles of stewardship set forth in the USCCB Bishop's Pastoral Letter on Stewardship, "Stewardship: A Disciple's Response" and incorporate those principles into the overall development plan of the Diocese.
- Serve as the primary advisor to the Bishop in matters of development, stewardship and fundraising; works with the Bishop and his staff to determine and communicate fund development priorities.
- Expand and maximize philanthropic giving in the diocese to support the broad range of diocesan ministries.
- Identify, solicit and steward major donor relationships to fund special projects and programs in the Diocese.
- Maintain a personal portfolio of major gift donors and prospects with a goal to provide funding for Diocesan ministries and programs.
- Responsible for the management and operation of all programs and services provided by the Office of Development including the appeal and major gift efforts in support of Charity and Stewardship, Bishop's Appeal for Vocations, Good Shepherd Scholarship, and other appeals as necessary.



- Network and form a collaborative working relationship with pastors, parish leaders, volunteers, pastoral center staff, and current and potential donors.
- Work directly with the Catholic Foundation of Southern Nebraska and the Diocesan Vicar for Stewardship to advise parishes and schools regarding offertory enhancement, capital campaigns, and the offerings of the Catholic Foundation of Southern Nebraska and to provide professional resource development assistance to parishes, schools and agency leaders within the Diocese of Lincoln.

## RESPONSIBILITIES

- Establish realistic but challenge goals for annual fundraising initiatives
- Prepare an annual and updated five-year comprehensive stewardship plan describing the mission of the Diocese
- Supervise other Office of Stewardship & Development staff
- Oversee all aspects of the Office of Development
- Serve as the first point of contact for all fundraising matters in the Diocese
- Work with the Bishop, Vicar General, and other diocesan leaders to craft the case for support for various areas of mission in the Church
- Advise the Bishop in preparing clergy and lay volunteers for the annual appeal, campaigns and other development activities
- Actively engage in building a personal relationship based major gift program
- Plan and implement an ongoing cultivation program to build relationships between the Bishop of Lincoln, senior staff, and potential benefactors
- Plan and implement special fundraising events as needed
- Provide advice and support to parishes and Catholic schools
- Oversee the research, preparation and submittal of grant proposals
- Develop and implement a communications plan for major gift donors to include special occasion recognition, acknowledgement, diocesan promotional materials and recognition opportunities
- Work closely with the Finance Office to manage the recording, reconciliation and reporting of income from gifts, sponsorships, fees, and bequests
- Report to and receive guidance from advisory committees established by the Bishop
- Develop and manage the department budget
- Perform such additional duties as may be required by the Bishop
- Every employee of the Diocese is expected to exemplify a spirit of service to others, in words and actions, to support clergy and religious; volunteers; colleagues; parish communities, and all others in a compassionate, professional, truthful, and friendly manner



## QUALIFICATIONS

- Minimum of a bachelor's degree in liberal arts, business, management, marketing, communications or related field.
- CFRE accreditation, or willingness to pursue the CFRE

## ATTRIBUTES

- Practicing Catholic in good standing with the Church
- A personal commitment to mission and ministry of the Church
- Extensive fundraising experience, with at least five years experience successfully managing a fundraising office in a multi-activity environment
- Demonstrated history of outstanding fundraising results
- Capacity to think and plan systematically
- Proven track record of development and utilizing networks to support fundraising activity
- Experience with major gifts, bequest promotion, mail appeals, and bequest marketing
- Experience in leading and mentoring a team of fundraising professionals, leaders of service and volunteers
- Track record as an effective supervisor of fundraising staff
- A personal commitment to philanthropy

## SKILLS PREFERRED

- Superior verbal, written and presentation skills
- Strong work ethic, enthusiasm and confidence
- Keen attention to detail
- Ability to read, analyze and interpret technical documents, financial and benefit reports, and legal documents
- Fluency in donor database management software
- Proficiency with Microsoft Office Suite
- Ability to maintain interpersonal professional relationships which encourage openness, candor and trust, both internally and externally to the departments and the Diocese of Lincoln





## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must be able to operate a motor vehicle. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

This is a full-time position. Must demonstrate understanding, respect and support for Catholic Church teachings, mission and values. Days and hours of work are Monday through Friday, 8:30 am to 5:00 pm. Evening and weekend work is required as job duties demand. This position requires the ability to direct daytime and evening meetings, and periodically direct weekend activities, at parishes throughout the Diocese of Lincoln. Extensive travel by car throughout the geographic area of the Diocese of Lincoln is required. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional office setting with individual workspaces. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment.





## ABOUT THE DIOCESE

The Roman Catholic Diocese of Lincoln is a Catholic diocese in Nebraska, United States, and comprises the majority of the eastern and central portions of the state south of the Platte River.

- Total Population: 613,440
- Catholic Population: 97,027
- Diocese Patron: Immaculate Conception
- 134 Parishes
- 164 Priests (130 active in the diocese, 12 outside the diocese, 22 retired)
- 10 Religious Priests
- 5 Priests from other Dioceses
- Deacons: 1 permanent; 5 transitional
- 38 Seminarians
- 135 Religious Sisters
- 9 Religious Brothers
- 25 Catholic Elementary Schools
- 5,111 Elementary Students
- 6 Catholic High Schools
- 1,927 High School Students
- 616 full and part-time teachers (45 priests who teach; 36 sisters who teach)
- 1 Diocesan Seminary
- 1 Religious Seminary
- 4 Catholic Hospitals
- 4 Catholic Nursing Homes (3 homes for the aged; 1 residential care for the disabled)
- 22 Centers for Social Services and Assistance
- 1 Home for Women and Children

## LIVING IN LINCOLN, NEBRASKA

If you're thinking about moving to Lincoln, you'll want to get to know the city a little better. Lincoln is Nebraska's state capitol and home to the University of Nebraska. During football season, Memorial Stadium becomes the state's third largest city. But there's more to Lincoln than sports. We're known for our extensive trail system, the popular Haymarket District with its farmer's markets and other events, a growing craft beer scene, and more. This family-friendly city is consistently ranked as one of the best places to live in the U.S.

Learn more about life in Lincoln, Nebraska by visiting the Lincoln Chamber of Commerce online at [lcoc.com/meet-lincoln](http://lcoc.com/meet-lincoln) or the Lincoln Visitor's Bureau at [lincoln.org](http://lincoln.org).







## LEARN MORE AND APPLY:

This is an exempt position. Compensation will be commensurate with experience.

More information about the Catholic Diocese of Lincoln on our website:

<https://www.lincolndiocese.org/>

To apply, please email a cover letter, resume, and attached application to:

**Marsha Bartek, Human Resources Manager at [marsha-bartek@lincolndiocese.org](mailto:marsha-bartek@lincolndiocese.org).**



**The Diocese of Lincoln**

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