

Director of Stewardship and Community Life

St. Austin Catholic Parish, located at the edge of the campus of the University of Texas main campus in Austin, Texas is seeking a full-time Director of Stewardship and Community Life. Our ideal candidate will bring their energy, enthusiasm, and creativity to this vital parish ministry to assure that parishioners can exercise stewardship opportunities with ease, discern their gifts and determine where they fit within our parish community. The ideal candidate is a self-starter who needs little direction but who can work collaboratively with staff and parishioners to instill a sense of belonging, involvement and community for all parishioners through worship, fellowship and service within the Parish and Diocese; and facilitate the development of leadership, while welcoming all. Our parish is undergoing a period of change to our physical plant and our goal is to ensure that St. Austin Catholic Parish continues to:

- Nurture a firm stewardship foundation.
- Provide programs to promote stewardship growth and maturity.
- Facilitate the connection between individual stewardship commitments and parish-wide opportunities with ease.
- Ensure "access" to a ministry service is clearly outlined.
- Facilitate the development of Catholic Christian leadership and mentorship in the Parish.
- Promote family life and practice community building.
- Foster the sense of Catholic Christian community in the Parish and Diocese.

QUALIFICATIONS

1. Bachelor's Degree in Business, Management, Fundraising or related field.
2. Minimum 5 years of experience with a non-profit ministry.
3. Demonstrated experience working in an unsupervised environment with decision making discretion and day-to-day management authority.
4. Experience communicating effectively with people from all walks of life.
5. Fundraising campaign success with goals of at least \$2M.
6. Intermediate experience level with database software, Windows computers, and Microsoft Office applications, with ability to easily expand this knowledge.

All employees in the Diocese of Austin are required to comply with diocesan Ethics & Integrity in Ministry (EIM) policies. After the interview process, a background check is required before an offer of employment will be made. Upon employment, new hires must attend an EIM Workshop within 90 days and maintain EIM compliance for the remainder of employment. More information is available on the Diocese of Austin website.

SPECIFIC DUTIES & RESPONSIBILITIES

Stewardship

- Coordinate and execute annual parish stewardship and membership campaigns.
- Assist parishioners in finding and using their gifts in parish ministry.
- Research and schedule all Special Collections and fundraising requests.
- Generate all stewardship correspondence, including writing letters from the Pastor acknowledging stewardship gifts and sending letters of condolence.
- Report monthly stewardship totals to the Parish Finance Council
- Participate in parish finance council meetings.

- Collaborate with Parish Bookkeeper on monthly stewardship reporting and insure daily/weekly data input.
- Address, encourage and assist in shaping of parish vision that addresses the needs of the parish
- Organize and chair the parish stewardship committee.
- Oversee future fundraising efforts for capital improvements and expansion.
- Maintain confidential communication on stewardship matters related to parishioner gifts.
- Participate in Diocesan stewardship meetings representing the parish and pastor as needed.

Community Life

- Coordinate and serve as staff contact for approx. 15 parish ministries.
- Train ministry coordinators on parish policies and procedures and develop and empower coordinators to provide quality ministry to parish
- Organize annual Ministry Fair, Blessing of the Animals, Holiday Fair, and Agape events, as well as any other large parish gatherings that may arise.
- Coordinate Martha Ministry volunteers (funeral receptions) and facility usage for funeral receptions in conjunction with the Facilities Manager and Director of Worship and Sacred Music. (A typical year includes 6-8 funeral receptions.)

Communication

- Produce or oversee production of all parish-wide communications, including design, content generation and editing of website, social media accounts, bulletins, e-newsletters, annual reports, seasonal mailings, advertising, signage, etc.
- Help to coordinate and chair a team of technology and media volunteers with Office Manager.
- Maintain good working relationships and effective communications between parish community, various groups and outside authorities as needed.

Administration

- Determine annual budget and oversee expenditures stewardship, ministries, communications
- Review and approve vendor contracts and purchasing requests for stewardship, communications and ministry use.
- Attend Diocesan Stewardship meetings representing the parish.
- Participate in parish staff meetings.
- Other duties as assigned by the Pastor.

STANDARD WORK HOURS & AVAILABILITY

- Maintain standard office hours for 40 hours per week, typically Monday through Friday, 9 a.m.-5 p.m., with flexibility to include necessary after-hours meetings.
- Attending evening meetings 3-4 times per month.
- Weekend work surrounding mass times, parish events, or receptions required 8-10 times per year.