



Archdiocese of Seattle

April 2021

**Executive Director of Stewardship &
Development**



ARCHDIOCESE
OF SEATTLE



ANNOUNCEMENT SUMMARY

The Archdiocese of Seattle 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 Archdiocese. The Executive Director of Stewardship & Development will work closely with Bishop Daniel Mueggenborg and other senior diocesan officials. The Executive Director of Stewardship & Development will implement expanded roles in parishes and schools annual fundraising programs, stewardship education, capital campaigns, special projects, and bequest promotion. Interested candidates should submit a resume and cover letter, expressing interest in the position, aligning their skills and experiences with the Executive Director of Stewardship & Development needs.

To Apply:

Please use the link below:

<https://recruiting2.ultipro.com/COR1015CCAS/JobBoard/b4e119b6-81c4-39e8-0b4a-7937e6acdd41/OpportunityDetail?opportunityId=b235ff06-4496-43fd-955a-c7ffa4c1d087>

ABOUT US:

The Archdiocese of Seattle is 170 dioceses (geographic areas of responsibility) of the Catholic Church in the United States. We encompass all of Western Washington, stretching from the



Canadian to the Oregon border and from the Cascade Mountains to the Pacific Ocean. The Archdiocese covers a large area in Washington State.

Serving more than a million Catholics in Western Washington, the Archdiocese of Seattle includes 168 parishes and 72 schools, with over 60 ministries and more than 500 weekly Masses celebrated in eight languages.

Mission:

Jesus said to His disciples, – "Go and make disciples of all nations, baptizing them in the name of the Father, and the Son, and the Holy Spirit, teaching them to obey everything I have commanded you. Remember, I am with you always, to the end of the age." (Matthew 28: 19-20)

What We Believe:

The Catholic faith is rooted in Jesus Christ

Jesus is the basis on which our Catholic faith stands.

Jesus boldly proclaimed, "I am the way the truth and the life." He is the principle around which our faith revolves.

Jesus is a true God and a true man.

Jesus is not simply one moral teacher among many. The apostles and many saints would not have given their lives for anything less than the real Jesus, the true Son of God.

Jesus desires a personal relationship with each of us.

Jesus loves and desires us beyond any human understanding. He calls us to something greater, more fulfilling, something beyond our immediate understanding, true freedom and joy.



Living in Seattle, Washington



Seattle is a world-class city with many beautiful attractions.

The [Seattle Center](#), the location of the 1962 World's Fair, has become a premier destination for arts, entertainment, and leisure activities. The 74-acre campus is home to [The Experience Music Project](#), [The Chihuly Garden and Glass Museum](#), and [The Space Needle](#).

Downtown Seattle hosts the [Seattle Art Museum](#), [The Seattle Symphony](#), and [Pike Place Market](#).

Historic [Pioneer Square](#) is the destination for the [Seattle Underground Tour](#) and is adjacent to [CenturyLink Stadium](#) and [Safeco Field](#).

For a more detailed guide of [things to do](#), [places to eat](#), and [unique accommodations](#). For more information on living in Seattle, go to [VisitSeattle.org](#)





St. James Cathedral is a Roman Catholic cathedral located at 804 Ninth Avenue in the First Hill neighborhood of Seattle, Washington, United States. It is the Archdiocese of Seattle's mother church and the seat of its **Archbishop, currently Paul D. Etienne.**

Auxiliary Bishops of Seattle

Most Reverend Eusebio Elizondo, M.Sp.S.

Appointed Auxiliary Bishop of Seattle by Pope Benedict XVI on May 12, 2005.

Bishop Elizondo is the first Hispanic bishop in Seattle. He is appointed Vicar General, Vicar for Hispanic Ministries, and Vicar for Vocations of the Archdiocese.

Most Reverend Daniel H. Mueggenborg

Appointed Auxiliary Bishop of Seattle by Pope Francis on April 6, 2017, was ordained by Archbishop J. Peter Sartain on May 31, 2017.



EXECUTIVE DIRECTOR, STEWARDSHIP & DEVELOPMENT

The Position:

The Executive Director of Stewardship & Development is responsible for the overall leadership, management, and organization of the Archdiocese of Seattle's development functions, including the Crozier Society (Planned Giving), The Catholic Foundation, Annual Catholic Appeal, Parish Stewardship, and Major Donor Cultivation.

NOTE: This is an appointed position by the Archbishop of the Archdiocese of Seattle and subject to Archdiocesan Policy on appointed positions. The Archbishop reserves the right to make modifications to the position description at his discretion and according to canon law provisions.

Responsibilities:

- Works with the Archbishop and senior leadership to determine and communicate fundraising priorities and establish the goals and objectives for the Crozier Society (Planned Giving), Annual Catholic Appeal, Parish Stewardship, Major Donor Cultivation, and the Major Gift programs. Assures a Catholic theology of Stewardship is communicated throughout the Archdiocese
- Establish realistic but challenging goals for all fundraising initiatives
- Identify, solicit and steward Major Donor relationships to fund special projects and programs of the Archdiocese
- Oversee the Legacy Society and proactively solicit planned gifts for endowments, parishes, and other Catholic ministries
- Serve as a member and facilitator of the Catholic Foundation Executive Committee and other standing committees
- Assist the Catholic Foundation Nominating Committee to identify and recruit new members of the Board of Directors for recommendation to the Archbishop
- Work with the Catholic Foundation Finance Committee to prepare an annual budget consistent with the strategic plan
- Work with the Catholic Foundation Finance Committee to review an annual Audit and all fiduciary documents of the Foundation



- Promote planned giving and work with professional advisors and donors to secure planned gifts to the Archdiocese, its parishes, schools, and apostolates
- Provides collaborative leadership to Archdiocese-wide fundraising efforts, including efforts led by the Fulcrum Foundation, which supports Catholic education, and Catholic Community Services (CCS), the official human services outreach arm of the Catholic Church in Western Washington
- Collaborates with staff to develop and implement a plan to achieve the Archdiocesan goal for the Annual Catholic Appeal, including setting parish goals, conducting leadership training for pastors and parish staff, and working directly with pastors to motivate and help them meet their goals
- Collaborate with the Director of Annual Campaigns and Parish Support to ensure parishes embrace a Spirituality of Stewardship as a way of life – through the stewardship formation and annual parish renewal efforts
- Acts as the appointed Missions Director for the Archdiocese and collaborates with the Director of Annual Campaigns and Parish Support to effectively conduct all National Collections approved by the Archbishop, including review of applications for grants through the Catholic Campaign for Human Development (CCHD)
- Establish strategies and ongoing activities to cultivate existing and potential relationships with major donors to achieve established fundraising goals
- Maintains a personal portfolio of major gift donors and prospects to provide funding for Archdiocesan ministries and programs
- Responsibility for department budget

Essential Qualifications:

- Willingness and ability to support the mission of the Church by extending the ministry of the Archbishop
- Must be able and willing to speak effectively and persuasively about the mission of the Church, with the ability to communicate the theology behind Stewardship
- Ability and desire to use God-given gifts and talents in service of the local Church in support of the collaboration between lay and ordained ministers
- A practicing member of a Catholic parish/faith community in good standing with the Church



Experience:

- Successful leadership experience and ability to motivate and supervise staff with a strong emphasis on Stewardship, fundraising, planned giving, and managing complex projects
- Demonstrated success in development roles, including major gift fundraising, personal gift solicitation and planned giving, directing annual appeals, capital campaign experience, sacrificial giving/stewardship programs

Other Elements:

- Knowledge of and compatibility with the mission of the Catholic Church, and strong working knowledge of the Catholic parish structures and organizations, the Church's ministerial and pastoral work, and Catholic identity
- Familiarity with "Stewardship: A Disciple's Response," the USCCB pastoral letter on Stewardship and demonstrated living out of its teachings
- Extensive fundraising experience, with at least five years' experience, successfully managing a fundraising office in a dynamic environment
- Proven track record of developing and utilizing networks to support fundraising activity
- Ability to work with and motivate volunteers
- Must be an active member of, or be willing and able to be an active member of the National Network of Catholic Fundraising Professionals
- Experience with major gifts, bequest promotion, annual campaigns, capital campaigns, planned giving
- Excellent interpersonal and communication skills, both verbal and written, with demonstrated ability to facilitate meetings, conduct oral presentations, and write documents and reports
- Demonstrated ability to enable staff to accomplish goals through collaboration, collegiality, and team organization
- Ability to work evenings and weekends, and available to the Archbishop at all times
- Ability to use technology to develop and maintain an Archdiocesan-wide donor database



- Ability to help parishes optimize giving, including electronic giving, and stewardship training
- Ability to work with people of diverse economic, racial, and cultural backgrounds
- Possession of a valid Washington State driver's license, or the ability to obtain a Washington State driver's license
- Successful completion of a background check and Safe Environment Training

Education:

- Bachelor's degree - preferably in Fundraising, Business, Public Relations, Communications, or related field
- Graduate degree preferred
- CFRE preferred
- Fluency in donor database management software, Raiser's Edge NXT preferred

