

Job Title: Director of the Office of Stewardship and Development
Location: Diocese of Metuchen
Piscataway, NJ

Summary

Plans, organizes, implements and evaluates philanthropic activities that support and benefit the Diocese of Metuchen and its organizations. Responsible for grant applications, managing fund raising programs and the establishment of the endowments. Ensures all activities are conducted in support of the mission, philosophy and values of the Diocese and must be a practicing Catholic.

Primary Duties

An individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Plans, organizes and evaluates programs and events that encourage philanthropic support for the Diocese and its organizations; recommends appropriate fund raising activities and strategies.
- Plans, develops and implements the Bishop's Annual Appeal and evaluate and make recommendations for its ongoing success.
- Collaborates with parishes, schools and diocesan entities to address structural, fiscal and ministerial needs through programs that include but are not limited to capital campaigns, increased offertory, stewardship initiatives and annual appeals.
- Develop and implement capital campaigns, increased offertory programs, stewardship initiatives and annual appeals.
- Creates fundraising strategies that increase support from individuals through major gift identification and cultivation as well as corporations, foundations and other sources; monitors and evaluates effectiveness of fund raising programs.
- Seeks philanthropic support through annual giving, direct mail, memorials, grants, special events, capital campaigns, planned giving and various other programs.
- Responds appropriately and effectively to donor inquiries.
- Leads, directs and presents at parish and diocesan finance council meetings, deanery meetings, parish and diocesan staff meetings
- Participates in top-level fund-raising activities, gift acceptance and recognition activities; cultivates effective relationships with current and potential donors.
- Establishes and maintains a high level of visibility throughout the Diocese in order to promote programs and initiatives of the Department and Diocese.
- Ability to develop a planned giving program and solicit legacy gifts.
- Maintains and nurtures the relationship between the Diocese and those who are and have been major contributors in the past.
- Provides oversight of the design, development and administration of the donor information system.
- Utilize the donor information system to support all development vehicles and initiatives.
- Acts as a consultant to pastors, boards, principals and parish representatives regarding fund raising and grantsmanship.
- Maintains current knowledge regarding information and trends in philanthropy; maintains memberships in professional organizations and stays abreast of tax law and IRS rulings affecting charitable giving.
- Works with advisory groups and boards for planning, organizing and evaluating programs for which funds are needed.
- Plans and oversees the preparation and development of informational materials relating to all development activities.
- Performs other related duties as assigned.

Competencies

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Uses intuition and experience to complement data.

Verbal Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Inspires respect and trust; Develops strategies to achieve organizational goals; Displays passion and optimism.

Confidentiality - This position requires the ability to maintain appropriate level of confidentiality in all matters.

Managing People - Includes staff in planning, decision-making and process improvement; takes responsibility for subordinates' activities; makes self available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth; continually works to improve supervisory skills.

Ethics - Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values; supports organization's goals and values; benefits organization through outside activities.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration; accepts responsibility for own actions; follows through on commitments.

Qualifications

Education/Experience: Bachelor's degree required; Master's degree preferred. 10 years of experience in a fund raising environment preferably in church, school or an equivalent mix of education and experience.

Language Ability: Ability to read, analyze, and interpret general business periodicals, professional journals, human resources publications, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, pastors, employees and the general public.

Math Ability: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills: To perform this job successfully, an individual should be proficient in the use of Word, Outlook, PowerPoint, and Excel. Knowledge of Raiser's Edge is preferred. Must be willing to receive ongoing training of the Raiser's Edge system and its functions as well as ensure appropriate and ongoing training for the Development team.

Supervisory Responsibilities: Directly supervises 1 to 3 employees. Carries out supervisory responsibilities in accordance with Diocesan policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Development and Fundraising: Ability to research, identify, cultivate, secure and steward present and new major gifts. Capital campaign experience and a successful track record of securing major gifts are required in order to successfully perform this job.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The noise level in the work environment is usually moderate.

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 the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Interested candidates should email their resume to hr@diometuchen.org

Or by mail to:

Office of Human Resources
146 Metlars Lane
Piscataway, NJ 08854