

Holy Apostles Catholic Parish & School
Job Description – Mission Director: Stewardship & Advancement

I. Identifying Information

Position Title: Mission Director: Stewardship & Advancement
Status: Exempt
Full Time: 32-40 hours per week
Reports to: Mission Director: Pastor
Date: April 2022
Pastor: Fr. Arul Ponnaiyan
Mission: Love God. Love Others. Transform Our World.
Vision: † We, the Catholic Community of Holy Apostles, call ourselves and others into a personal encounter with Jesus Christ through the discipleship habits, fostering ongoing conversion.
† We are committed to continuing the mission of Jesus Christ through joyfully living the gospel and ministering to all in justice and charity by embracing the discipleship habits as a way of life.

II. Primary Function of This Position

The primary function of this position is to lead and oversee the parish's overall stewardship and advancement initiatives. This position is grounded in the Church's vision and understanding of stewardship as the way of life of Jesus' disciples who experienced the transforming love of God as a gift. He/She will demonstrate strategic and relationship-building skills. He/She has a strong faith in the Lord, lives stewardship, can be creative and persuasive in messaging to steward donors of all giving abilities.

III. Education, Training, and/or Experience Requirements

- Demonstrated success in providing strategic direction, leadership and operational management of successful generosity, grants, and/or major gifts programs.
- Self-starter with exceptional communication and follow-up skills.
- Strategic visionary with tactical prowess.
- Relational ability to listen to and develop others' stories and cascade mission impacts widely.
- Efficient time management and program management skills through delegation and use of technology.
- B.A. in related field and 3-5 years' relevant experience.
- Church ministry experience preferred
- Proficiency with Microsoft Office, video conferencing, and development software.
- Having completed or willing to complete the Safeguarding All God's Children certification class.

IV. Responsibility for Quantifiable Measures

- Position will be asked to meet goals for specific annual commitment metrics jointly set with the Pastor.

V. Position Responsibilities and Regular Activities

1. Promote and champion the parish/school mission.
 - a. Love God. Love Others. Transform Our World.
 - b. Encounter Christ
 - c. Know Christ
 - d. Make Christ known
2. Collaborate with pastor, staff, and leadership in the ongoing development and implementation of the parish/school mission.
3. Communicate a persistent and consistent message that aligns resources to most effectively and efficiently further the parish/school mission.
4. Grow in your relationship with Christ through the practice of discipleship habits:
 - a. Pray Daily
 - b. Ponder the Word of God
 - c. Celebrate Sacraments

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- d. Serve Others
- e. Use Your Gifts
- f. Live Your Faith Daily
- 5. Create models for parish ministries that achieve the habits of discipleship and layers of hospitality
- 6. Embrace, understand, experience, and communicate the Intentional Disciple-Making Ministry, i.e. Reach, Call, Form, and Send.
- 7. Encourage “next step” in discipleship formation and engagement
- 8. Develop, Implement and Lead Stewardship & Advancement Programs
 - a. Develop or adapt creative programs to promote and sustain the stewardship and development of God’s gifts as a way of life through missionary discipleship.
 - b. Collaborate with the Pastor, staff, and parish leaders to ensure a strategic stewardship plan. Enable these groups as connectors for others to learn where they can engage in Jesus’ mission at Holy Apostles.
 - c. Develop and lead a Stewardship & Advancement Committee, engaging them in the vision of stewardship and evangelization.
 - d. Promote stewardship through the witness and testimony of sharing our story.
 - e. Plan and implement major events for giving, including the annual Mission Commitment of prayer, service, and financial giving; annual Catholic Stewardship Appeal; and capital campaigns as needed.
 - f. Cultivating donor relationships through marketing, communication and events, inviting parishioners to see stewardship, less as fundraising, and more as encountering Christ.
 - g. Network with the Archdiocese of Milwaukee and participates in local, regional, national and international stewardship organizations and events.
 - h. Develop a system for tracking and evaluating the effectiveness of stewardship efforts.
 - i. Utilize data to invite and Reach, to strategically grow stewardship efforts. Emphasize broadening the donor base and elevating the philanthropy of mid-level and major donors.
 - j. Work with the Pastor and leadership to ensure annual and long-term goals are clearly articulated.
- 9. Select, supervise, and evaluate staff and ministry members
 - a. Plan for and define required staff and Stewardship & Advancement Committee members to support and implement Advancement initiatives at Holy Apostles.
 - b. Participate in the recruitment, selection, and orientation of staff and ministry members.
 - c. Demonstrate daily management, crisis management, strategic management and self-management

VI. Parish and School Core Competencies

- a. Ability to talk about one’s personal relationship with Jesus. Commitment to ongoing spiritual growth.
- b. Understanding discipleship, disciple-making principles, and servant leadership
- c. Integrative thinker with a collaborative working style
- d. Creativity, innovation, and flexibility
- e. Highly organized, close attention to detail
- f. Ability to build relationships through interactions with all disciples
- g. Ability to pivot, reprioritize and manage time to serve members and meet deadlines
- h. Detail orientated with strong organizational and design skills
- i. Knowledge of the mission of the church/school and ability to enable others to live this mission in their lives.
- j. Attend and participate in mission events and meetings essential to forming disciples.
- k. Knowledge of Catholic and parish organizational structure.
- l. Make decisions with mutual respect in a timely manner. Seek assistance when consensus is not achieved.
- m. Choose to serve first and then lead. Demonstrate servant leadership that encourages collaboration, trust, forgiveness, foresight, listening, and empowerment.
- n. Ability to work collaboratively and effectively with staff, parishioners, school, and/or diocese. Able and willing to share and receive information.
- o. Willing to accept perceived and constructive feedback and alter habits or traits.

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- p. Take personal ownership for all responsibilities of the position including attention to detail, accuracy, planning, organization, communication and completeness.
- q. Ability to demonstrate self-direction, motivation and commitment to putting in additional effort to serve the parish/school mission.
- r. Build trust and respect by always responding to contacts within 24-48 business hours.
- s. Be personal and professional, witnessing to Jesus Christ's example of self-sacrificing love.
- t. Follows any COVID or pandemic related directives from the Arch or parish/school.
- u. Provide support, services and/or assistance with any other duties as assigned. Including back-up coverage during vacations and/or illnesses of other staff as able.

VII. Working Environment

- Regular evening and weekend work required.

VIII. Physical Requirements

- a. The employee is regularly required to sit, stand, walk, talk and hear.
- b. The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- c. Close vision required for paperwork and computer.
- d. Able to utilize computer keyboard, monitor, and telephone.
- e. This role functions in an office environment and uses standard office equipment.
- f. Ability to lift 20 pounds without assistance.
- g. 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.

This job description is intended to describe the general nature and level of work being performed by people assigned. It is not intended to be an exhaustive list of all responsibilities, activities, and skills required of the job and people in the job.

By signing below, I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the responsibilities as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the parish and/or school without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my supervisor, the pastor or Human Resources.

Employee Print Name: _____ Date: _____

Employee Signature: _____