

Diocese of Austin - Campaign Director

Ministerial Character

The Bishop is the visible principle and foundation of unity in the particular Church (the diocese) entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Diocese of Austin helps to extend the ministry of the Bishop in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Bishop in the performance of his ministry and thereby engages in ministry for the church.

Job Summary:

The Campaign Director is responsible for overseeing assigned parish campaigns and development objectives. The position reports to the Director of Stewardship and Development and operates with wide latitude for the use of independent judgment and initiative.

Essential Job Duties:

- As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of the Diocese of Austin in both your professional and personal life.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church.
- Continuously grow in your ministry by participating in religious ceremonies, training sessions, and reflection activities as directed.

Campaign Planning and Early Campaign Activity:

- Format the parish roster to develop the phase segmentation for the campaign.
- Develop a case for support with parish leadership.
- Incorporate local parish dynamics into the established campaign plan fundamentals.
- Customize campaign materials for use in solicitations, volunteer recruitment and training.
- Develop a timeline of campaign solicitation and communication activities.
- Assist the pastor with recruiting a core group of lay leaders for each phase of the campaign.
- Prepare the pastor and core leaders to solicit key members of the parish community.

Active Solicitation Portion of the Campaign:

- Guide parish leadership and volunteers in following the campaign plan.
- Meet weekly with pastor and campaign leadership.
- Provide direction in recruiting and training various volunteer committees.
- Provide personal visitation training to all volunteers.
- Coordinate the assignment of all families within the different phases of the program.
- Prepare and direct all campaign orientation, training and report meetings.

- Prepare all publicity for the campaign, including newsletters, announcements and training manuals.
- Provide consultation for the review of continuation and redemption phase of activity.
- Provide procedures for campaign follow-up and appropriate communications with donors.
- Provide a review/report on campaign progress on a weekly basis during the campaign.
- Maintain a work schedule that maximizes availability to parishes, diocesan staff and other customers.

Knowledge, Abilities, and Skills:

- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Knowledge of the principles of Catholic Stewardship.
- Knowledge of Catholic Community.
- Skill in developing a sustainable fund development program.
- Ability to identify, cultivate and solicit donors and prospects.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to provide excellent customer service and work effectively with staff, clergy, religious and laity.
- Ability to organize, prioritize and utilize effective time management techniques.
- Ability to maintain confidentiality at all times.
- Ability to carry out multiple tasks and meet deadlines.
- Ability to follow instructions furnished in verbal or written format.

Minimum Qualifications:

Education and Trainings:

- Bachelor's degree from an accredited American university or equivalent in a foreign country.

Experience:

- One year of fundraising, association, nonprofit or related work experience is required.

Language Requirement:

- English (proficient in conversing, reading, and writing).

Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

Licenses/Certifications:

- Valid Texas driver's license.
- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.

To apply for this position, click [HERE](#).