

Director of Stewardship and Development **Diocese of Tulsa and Eastern Oklahoma**

Title: Director of Stewardship & Development

Type: Ministerial

Status: Salaried

Reports to: Vicar General

Position Description: The Director of Stewardship & Development serves the mission of the Diocese by planning, evaluating, and overseeing all aspects of fundraising at the Chancery, which includes the Faith & Works Annual Appeal, the Seminarian Education Dinner, and various major gift efforts. The Director of Stewardship & Development also serves as the Executive Director of Veritas Tax School Scholarships, Inc., an Oklahoma not for profit scholarship granting organization. The Director of Stewardship & Development works closely with the Bishop of Tulsa and the Vicar General to coordinate fundraising for the strategic vision of the Church in eastern Oklahoma.

Key Tasks:

- Articulate Catholic teaching with a commitment to its application in the job function
- Plan, execute, and advance the overall stewardship and development program in accordance with the strategic plans of the Diocese, as set by the vision of the Bishop
- Demonstrate a deep understanding of the formative principle of Christian Stewardship and provide the proper instruction of priests and parishes in the area of stewardship education
- Actively collaborate and assist pastors, parish leaders, chancery personnel, and volunteers to advance the overall mission of the Church in the Diocese of Tulsa
- Build and maintain positive relationships with existing and potential donors, including donor recognition and planned gift societies
- Maintain a portfolio of 50 or more potential major donors engaging them with discovery, cultivation, solicitation, and stewardship via in-person visits
- Assist the Bishop of Tulsa in building relationships and soliciting gifts to advance the overall ministry of the Church
- Regularly report of the activity and progress of the Stewardship & Development Office
- Supervise and support the staff of the Stewardship & Development Office
- Plan and implement the Faith & Works Annual Appeal and other areas of fundraising for the Diocese
- Supervise all direct mail, special events, and other solicitation activities as needed
- Supervise grant writing and grant requests within the Diocese
- Collaborate with the communications office to effectively communicate the mission of the Diocese of Tulsa and Eastern Oklahoma
- Collaborate with the Chief Financial Officer of the Diocese regarding financial accounting and stewardship of funds, database management, gift recording, donor acknowledgement, stewardship, and other issues related to development
- Coordinate with other development officers from various Catholic entities
- Participate in the International Catholic Stewardship Conference and other conferences as requested
- Handle confidential and sensitive information in an utmost professional manner
- Review and adhere to the Diocesan Personnel Handbook and all other Diocesan policies
- Execute all other duties as assigned

Key Skills:

- Excellent communications skills
- Superb organization skills able to plan and execute complex events and meetings
- An independent self-starter who is able to work well with colleagues and volunteers
- Proficient in PC or Mac; including Word, Excel, and Outlook
- Able to motivate others through personal leadership and work with a wide range of people
- Demonstrates dependability through good attendance and adherence to timeliness and schedules
- Must maintain requisite skills through independent study, conferences, workshops, and participation in professional organizations

Key Attributes:

- A Catholic in good standing with the Catholic Church
- A missionary disciple dedicated to the Proclamation of the Gospel
- A servant-leader willing to serve others through fidelity and excellence
- Excellent attention to detail and presents good critical thinking skills

Physical Requirements: Employees should be able to meet the physical and mental demands of all the aforesaid key tasks, skills, and attributes. Such requirements include, but are not limited to, the frequent lifting or moving of up to ten (10) pounds and the occasional lifting or moving of up to twenty-five (25) pounds; frequent sitting and the occasional demands of driving long distances.

Please submit a cover letter and resume to tim.obrien@dioceseoftulsa.org.

About the Employer

The Roman Catholic Diocese of Tulsa and Eastern Oklahoma proclaims in word and deed the saving message of Jesus Christ and His Church that all may know, love, and serve Him.