

# Stewardship and Annual Fund Programs Officer

## The Basilica and Basilica School of Saint Mary Basilica of Saint Mary

The Basilica and Basilica School of Saint Mary has established a centralized Stewardship and Fundraising programs department to work with and shepherd parish and school constituents and stakeholders as one community of the faithful. In doing so, our parish and school can mindfully nurture its long-term relationships with individuals and families who have chosen the Basilica and Basilica School of Saint Mary as their home for living out their Catholic faith and sacramental life. The position of the Stewardship and Annual Fund Programs Officer is a new and integral component to advancing and enriching these relationships.

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### Full-time 12-month Hourly Employee

**Supervisor:** Chief Stewardship Officer for the Basilica and Basilica School of Saint Mary.

**Team Colleagues:** Donor Relations and Database Administrator, School Administrative Staff, Parish Administrative Staff.

### Primary Stewardship Responsibilities Include:

#### SCHOOL ANNUAL FUND

- Under the direction of the Chief Stewardship Officer and with the database administrative support of the Donor Relations and Database Administrator, oversees and manages the Basilica School of Saint Mary's *Go Saints! Annual Fund* and all related volunteer leadership management, mail solicitation series, special events, phonathon, print and social media marketing outreach functions. The school's Annual Fund now raises a minimum of \$100,000 annually.

#### SCHOOL EXTERNAL RELATIONS STEWARDSHIP PROGRAMS

- With the Chief Stewardship Officer, manages and supports school stewardship programs in collaboration with parent volunteer leaders including but not limited to: Mary Lead Us Campaign donor stewardship programs and events, Grandparents Appreciation Day, H is for Honor Military Families Appreciation event, and the development of school Alumni gatherings.
- Maintains and updates the **Giving Pages of the School website** as needed.
- Maintains and promotes the **School's construction update website and installed camera video stream** with both the School and Parish communities.

#### PARISH EXTERNAL RELATIONS STEWARDSHIP PROGRAMS

- Assist the Chief Stewardship Officer in collaboration with the Donor Relations and Database Administrator in creating, implementing, and monitoring a parish/school wide Annual/Monthly Stewardship Programs and Fundraising Milestones Plan.
- Assists in the creation of the parish and school's Annual Report.
- Manages quarterly new parishioner onboarding gatherings with assigned Apostolate leaders to be determined as part of a larger ongoing and evolving Parish Stewardship effort.
- Assists in the management of the parish's annual Apostolate Luncheon and Christmas Card creation and dissemination.

### **Additional Responsibilities and Projects:**

- Along with the above highlighted responsibilities and projects, the Stewardship and Program Officer can expect to be a team member on related and future efforts not identified in this position description.

### **Qualifications and Skills:**

- Bachelor's Degree with at least 3 years of applicable fundraising, constituent programming, and special events experience, preferably in a non-profit environment with database and customer service responsibilities
- Gracious and calm demeanor and able to work with and gain support of work colleagues and volunteers.
- Strong, "can do", positive, flexible demeanor
- Excellent proficiency in using Microsoft Office, particularly Word, Excel, PowerPoint and Outlook
- Very comfortable and prior experience using mail merge
- Excellent written, verbal, and interpersonal communication skills
- Strong organizational, analytical and critical thinking skills with great attention to detail and accuracy
- Ability to prioritize, manage, follow up and provide status updates on multiple projects
- Must be a self-starter and able to work independently, but also comfortable in a team environment
- Good understanding of social media platforms and how to mobilize for greater marketing/promotion needs.
- Willing photographer and comfortable with or willing to learn audio-visual equipment.
- Working knowledge of and use of Canva and willingness to be trained in In-Design software as well as Photoshop.
- Willing to be trained for using the school's Finalsite website and contact system.
- Willing to be trained and use parish and school's constituency database systems including PDS, DonorPerfect, Faith Direct, and Flocknotes.
- Willingness to work weekends or evenings
- Must have active driver's license and personal vehicle

### **Practicing Catholic**

#### **Compensation:**

Competitive salary with benefits, including vacation and medical insurance

Salary commensurate with experience

#### **Coverletter of Interest, Resume, and Writing Sample (optional), may be mailed to:**

Anne Mathis, Chief Stewardship Officer, Basilica of Saint Mary, 313 Duke Street, Alexandria, VA 22314

No phone calls please.

**Position will be open until filled. Job Listing Month: February 2023**