

**OFFICE OF DEVELOPMENT  
JOB DESCRIPTION  
POSITION: DIRECTOR OF DEVELOPMENT**

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**General Description:** The Office of Development is the diocesan entity charged with fostering stewardship as a Christian way of life. The Director of Development serves as the Bishop's advisor in stewardship of the short-term and long-range pastoral, charitable, and financial needs of the Diocese. The Director also provides opportunities for all Catholics, called by Baptism to be disciples of Christ, to identify with the local church by becoming involved through good stewardship of their gifts of time and talent, and by supporting financially the mission and ministries of the local and universal church.

**Requirements:** Responsible for oversight and direction of the Development Office, including supervision of the annual South Jersey Catholic Ministries Appeal. The Director must also collaborate with other diocesan offices and parishes to promote stewardship education, provide training and formation for volunteer/ministry management and for lay witness selection and training, and to encourage comprehensive fund development.

**Reports To:** Bishop through the Moderator of the Curia

**Position Responsibilities:**

- Supervision of Diocesan Annual Appeal
- Stewardship education
- Major and Planned Giving for parishes, schools, agencies and diocese
- Supervision and direction of educational scholarship fund(s)
- Supervision of Capital/Endowment campaigns for parishes, schools, agencies and diocese
- Organize and maintain a diocesan stewardship council/committee and facilitate the establishment of parish stewardship committees
- Generate grant income from private, public and corporate foundations
- Establish a vehicle for an endowment for the diocese and its entities
- Collaborate with other diocesan agencies and parishes to enhance pastoral formation of lay leaders related to issues of stewardship
- Comprehensive communication with pastors, other parish leaders and parishioners throughout the diocese

**Skills Required:**

- Active member of a Roman Catholic Parish
- Demonstrated ability to articulate the philosophy and objectives of the Catholic Church, including the theology of stewardship
- Experience working with Boards and other advisory organizations
- Familiarity and ongoing education with stewardship programs and charitable tax law
- Technical expertise regarding fund campaigns
- Ability to schedule and maintain operations for multiple programs simultaneously, requiring careful attention to detail and overseeing the financial operations including accounts receivables and pledge payment billing
- Basic creativity in developing promotional brochures

- Strong computer skills, especially knowledgeable with Raiser's Edge software
- Exceptional interpersonal, verbal and written skills
- Excellent supervisory and managerial skills

**Educational Experience:**

- Master's degree (or its equivalent) in the area of Economics or Business Administration
- Demonstrated success in major gift solicitation/fundraising as a result of career-long work as a development professional
- Certified Fund-Raising Executive credential, or equivalent
- Bilingual skills a plus