

Position: Director of Development and Stewardship

Date Revised: May 14, 2025

Reports to: Pastor and/or Business Manager

Location: Saint Martin de Porres
3990 West University Dr.
Prosper, TX 75078
www.fwdioc.org

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

General Position Summary:

The Director of Development and Stewardship is a mission-driven leader responsible for developing, executing, and managing a comprehensive fundraising and donor stewardship strategy that supports both the mission of St. Martin de Porres Parish and School, and the broader development initiatives of Catholic education and faith formation in the Diocese of Fort Worth. Working closely with the Pastor, Business Manager, and the Advancement Foundation, the Director develops, manages, and executes both strategic and tactical plans to strengthen relationships with donors, increase financial support, and encourage Christian discipleship through the stewardship of time, talent, and treasure.

Principal Accountabilities:

- Develop and implement a Strategic Development Plan with measurable fundraising performance goals.
- Lead and manage key fundraising programs, including:
 - Capital Campaign
 - Major Donor Gift Programs
 - Grant Writing and Management
 - Parish Sacrificial Giving
 - Coordination and Presentation Annual Diocesan Appeal
 - Planned and Legacy Giving Opportunities (Stock donating)
 - Matching Gift and Corporate Giving
- Promote a parish-wide culture of stewardship that fosters gratitude, engagement, and discipleship.
- Create and manage donor recognition and stewardship programs to ensure long-term donor satisfaction and retention.
- Serve as the primary relationship manager for a portfolio of current and prospective donors, including cultivating, soliciting, and stewarding gifts.
- Serve as liaison for collaborative development efforts with the Advancement Foundation and community stakeholders.

- Track and report all development activity and donor engagement in database systems such as DonorPerfect, Raiser's Edge, OneCause, ParishSOFT, etc.
- Collaborate with the data team to ensure timely acknowledgments and donor communications.
- Organize and support fundraising-related volunteer groups such as the Parish Stewardship Committee, and the stewardship arm of the School Advisory Council.
- Recruit, train, and supervise volunteers to support events and initiatives.
- Coordinate and manage the Development and Stewardship budget in accordance with parish financial guidelines.
- Develop and implement a Communications Plan for development activities via email, social media, website, and print.
- Provide regular performance reports to the Pastor, Business Manager, and the Advancement Foundation.
- Represent the parish and school at donor meetings and diocesan development events.
- Maintain professional growth through participation in fundraising associations and continuing education.
- Uphold the highest standards of confidentiality and donor care.

RECORD RETENTION RESPONSIBILITIES:

- Manages the proper storage and disposal of confidential information and personally identifiable information (PII) in accordance with policy and law.
- Securely maintains a current work process binder for each major area of responsibility.
- Secure and orderly storage of vendor, contractor, and contract records.
- Secure and orderly storage of client records.

Internal Contacts:

- Diocese Pastors, Priests, Business Managers, and employees.

External Contacts:

- Parishioners, Diocese vendors, local, state, and federal agency representatives, and auditors.

Working Conditions and/or Physical Requirements:

- This position works in a typical office environment but is subject to stress due to the evolving and quickly expanding needs of the Diocese, tight deadlines and moderate workloads.
- Ability to sit and perform computer work for lengthy periods of time.
- Able to access and maintain centralized departmental files. Involves extending arms and reaching files stored in multiple levels on shelves, climbing up a stepladder to access files.
- Ability to accept work interruptions while still remaining focused on duties.
- Data entry via computer keyboard that requires repetitive and frequent hand and wrist movements.

- Ability to lift up to 35 pounds without assistance and up to 60 pounds with assistance.
- Nights, weekends, and holiday hours are required.

Travel Requirements:

- Infrequent travel, by car, may be required to Diocese, Parishes, and/or schools.
- Semi-frequent travel may be required to local destinations for development-related activities.

Education and Experience Preferred:

- Practicing Catholic in good standing with the Catholic Church.
- Bachelor's degree preferred or comparable years of experience.
- 5–7 years of nonprofit fundraising experience, including major gifts and capital campaigns.
- CFRE (Certified Fund Raising Executive) preferred.
- Proficiency in donor management systems (e.g., Raiser's Edge, Blackbaud).

Knowledge and Skills Preferred:

- Demonstrated ability to listen empathetically, make peace, and de-escalate
- Demonstrated history of good judgement.
- Demonstrated aptitude for adaptability and flexibility.
- Ability to use various computer software programs; strong computer skills in Microsoft Office Suite 365, especially in Word and Excel.
- Ability to use various office machines (copier, fax, phones, calculator, scanner, etc.) or ability to learn.
- Ability to meet deadlines and follow directives from Pastor, Business Manager or Advancement Foundation in a timely manner.
- Ability to receive, understand, retain, and complete verbal and written tasks.
- Ability to work independently as well as in teams.
- Ability to provide excellent customer service and work efficiently with staff, clergy, religious, and laity.
- Ability to honor and maintain confidentiality.
- Ability to work well with people from a diverse variety of audiences.
- Excellent organization, prioritization, and communication skills
- Bilingual (English/Spanish) preferred.

FLSA Designation: Exempt, Full-time 40 hours/week. On Site. M-F 8:30 – 4:30

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