



The Roman Catholic
**Archdiocese of
Washington**

The Roman Catholic Archdiocese of Washington is currently searching for a Chief Development Officer/Secretary for Stewardship to help ensure the financial sustainability of the archdiocesan programs and mission.

The Chief Development Officer/Secretary for Stewardship will be responsible for creating, implementing and overseeing a comprehensive stewardship program focused on promoting a culture of gratitude, generosity and active participation in the life of the Church.

This position is part of the senior leadership team composed of the Vicar General, Auxiliary Bishops, Chief Financial Officer and other key department leaders and is responsible for setting the strategic priorities of the Archdiocese Development office to include the annual Catholic Services Appeal, major donor gifts and cultivation events that include the archbishop, donor recognition and communication. This role will assist parishes in integrating stewardship principles into their administrative and pastoral initiatives, providing resources and guidance for ongoing efforts.

The Secretary/Officer will recognize stewardship as a core value of the diocese while engaging in the Church's message of hope. The Secretary for Stewardship will act with integrity while upholding the teachings of the Catholic faith.

Duties and Responsibilities

Strategic Leadership

- Develop and implement a strategic vision for growth and outreach, strengthening the Catholic ministry and fostering a culture of stewardship rooted in Catholic teachings.
- Promote stewardship as a way of life, emphasizing the responsible use of God's gifts of time, talent and treasure while fostering a culture of philanthropy
- Assist parishes in integrating stewardship principles into their administrative and pastoral initiatives, providing resources and guidance for ongoing efforts.
- Develop, foster and encourage an understanding of the diocesan vision for stewardship and manage/oversee implementation of initiatives within the archdiocese.
- Manage the day-to-day operation of the Secretariat, oversee revenues and expenditures, and maintain the donor database.
- Coordinates all aspects of the Catholic Services Appeal, work directly with the Archbishop, Moderator of the Curia and Chief Financial Officer, as needed, to develop priorities and objectives for fundraising.
- Create an environment that will produce relationships, parishioner understanding of, and financial support for, the Archbishop and his ministry throughout the Archdiocese.

- Design and implement short-term and long-term stewardship plans that enable the Archdiocese to reach its strategic level goals.

Relationship Building, Cultivation and Engagement

- Develop a compelling case for support by involving stakeholders (such as pastors, donors, volunteers and staff) in learning how to best communicate the rationale for supporting Archdiocesan ministries and educational efforts through both volunteer efforts as well as financially.
- Conduct visits to gift prospects, organize events that engage donors and prospects and coordinator visits by Archdiocesan leadership and other stakeholders.
- Maintain a portfolio of donors (50+) to include board and committee members.
- Initiate and strengthen relationships with donors and potential donors through a systematic cultivation plan designed to build trust and long-term commitment to the Archdiocese of Washington; continually expand a well-balanced mix of donors from across the Archdiocese.
- Develop a comprehensive education / seminar program for priests and seminarians on development activities.
- Provide support and education to Archdiocesan affiliate corporations and build bridges to support their stewardship efforts.
- Continue to support alternative ways for donors to give, including web based, social media, mobile devices, text to give and other platforms.
- Work with Pastors to identify creative ideas to increase Parish Offertory and Major Gifts.

Requirements

Education and Experience

- Demonstrated knowledge of and commitment to servant leadership.
- Bachelor's degree
- 5 to 7 years of leadership and managerial experience in the development field including non-profit entities managing annual appeals, capital campaigns or other development programs.
- Experience in Catholic leadership in a University, Diocesan, faith-based or non-profit organization
- Quantifiable track record of executing and growing successful campaigns.
- Experience in utilizing social media in a way that attracts new donors, particularly millennials and generation z.
- Thorough knowledge of the principles and practices of charitable giving/fundraising along with a thorough knowledge of fundraising software.
- Proven abilities in organizing, creating and implementing fundraising efforts using marketing techniques.
- Spanish skills, a plus.

Knowledge, Skills, and Abilities

- Must be a fully initiated and practicing Catholic able to participate in the full sacramental life of the Church.
- Driven and goal oriented
- Confident in ability to ask for donations
- Outstanding follow-up skills
- Must have a clear passion for ministry with a clear vision that can be articulated to our donors.
- Possess a keen understanding of best practices in fundraising
- An “out of the box” thinker who can inject new energy into Stewardship Programs.
- Ability to craft a compelling message of hope and renewal in partnership with the Archbishop.
- Able to articulate ideas clearly, concisely and professionally both orally and in writing.
- Strong interpersonal relations skills to interact with diocesan officials, pastors, parishioners and business and corporate representatives are required to foster the Church’s mission.
- In-depth knowledge of church organizational and operational procedures.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, printers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to talk and hear.
- The employee frequently is required to stand, walk, bend, use hands to handle documents, type on a keyboard and reach with hands and arms.
- Employee must be able to lift up to 20 pounds.

Position Type/Expected Hours of Work

Regular full-time employee (40 hours/week); evening and weekend hours may be required.

The salary range is \$175,000 to \$225,000 with generous benefits

Please forward your resume and letter of interest to: calla-russl@adw.org