



Job Description

Position: Parish – Stewardship and Development Director

Status: _____ Full Time _____ Part Time
 _____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

This position manages the development, implementation, and evaluation of a comprehensive system for development, consistent with the theology of stewardship.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Baptized member in good standing with the Roman Catholic Church.
- Member of a Catholic parish faith community.
- Bachelor's degree in communications, public relations, pastoral ministry or related field.
- At least 3 years successful experience in development.
- Understanding of and commitment to the theology of stewardship.
- Excellent oral, written and electronic communication skills.
- Ability to represent the pastor and parish to the local civic community.
- Demonstrated competence organizing projects.

Primary Duties and Responsibilities:

- Collaborates with the pastor, principal, and other pastoral staff and volunteers in the comprehensive planning, implementation, and evaluation of the parish's goals, with specific focus on the parish's development plan. Collaborates in regional and diocesan planning and development efforts as appropriate.
- Directs the parish's development plan. Collaborates with the pastor and principal and other key leaders to establish short (annual) and long (3-5 year) range goals and objectives for development.

- Manages the parish's capital campaign. Incumbent staffs Capital Campaign Committee, serves as the parish contact with architects, builders, (sub) contractors, local government offices and other persons involved in a capital campaign. Meets regularly with pastor and others involved in the campaign and assure parishioners are regularly involved in the process.
- Manages the Offertory Increase Program. Incumbent recruits and supports Parish Committee involved with implementing Program; assures weekly and monthly financial records are accurately maintained; assures brochures, bulletin inserts, updates and other communication tools are prepared and distributed in a timely manner.
- Oversees the development and implementation of a comprehensive public relations and communications plan. Regularly seeks out ways to communicate with parishioners and the external community regarding the vision and mission of the parish. Assures the parishioners receive education, training and information about the theology of stewardship. Assures all communication and publications connect this theology with the mission, programs and services of the parish.
- Assures the successful completion of the annual Bishop's Ministry Appeal. Incumbent is the primary contact person for this Appeal and is responsible to invite, train, and oversee the volunteers working on all aspects of this appeal.
- Plans and directs the implementation of the parish Endowment Fund. This provides opportunities for donors to invest in the parish through major gifts, bequests, and/or deferred giving options.
- Coordinates all fund raising activities for the parish to assure a consistent, organized approach to fund raising. Oversees and manages the monthly calendaring of events.
- Maintains a level of knowledge and skills required to serve as a parish Stewardship and Development Director. This is accomplished through professional reading, attendance at workshops or conventions and membership in professional associations as approved.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date