

# ST. GERALD CATHOLIC CHURCH

## JOB DESCRIPTION

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**POSITION: Stewardship and Development Director**

**FLSA STATUS: Exempt**

**REPORTS TO: Pastor**

**Type of Employment: Full-Time**

**DATE WRITTEN: November 1, 2012**

**DATE UPDATED: 02/01/2017**

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### **GENERAL SUMMARY OF POSITION:**

This position is responsible for developing relationships with parishioners and benefactors so that the human and financial resources can be sustained for the parish and school. Responsible to the pastor the Stewardship and Development Director helps the pastor carry out his role as the chief steward of the parish mission along with the means to carry out that mission. The Director works closely with the various parish groups to carry out this responsibility and to report to them on the progress towards yearly goals.

### **ESSENTIAL JOB FUNCTIONS:**

Employees of the Catholic Church are expected to conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Individuals' public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese of Omaha, such that can embarrass the Church or give rise to scandal. The Development Director is required to be an active, practicing Roman Catholic, in good standing.

### **Fundraising Activities:**

- Develop and manage major fundraising activities in the parish and school to include activities such as recruiting volunteers, soliciting donations, preparing PCs and systems for credit card terminals, procure required licenses/permits/ATM, prepare communications, analyze success of event and plan future improvements
- Identify needs of parish and school and align fundraising outcome targets to meet those needs
- Execute on fundraising plans and report results to parishioners
- Champion the transformation of parishioner's attitudes from viewing fundraising activities as only money raising events to fellowship opportunities
- Develop and implement plan to prevent major fundraisers from proliferating into unmanageable events
- Establish a succession plan for the two major fundraising events: Guardian Angel Auction/Dinner and Annual Festival; specifically identifying chair and co-chair for each event

### **Stewardship:**

- Direct all activities related to the Stewardship Renewal and Archdiocesan Annual Appeal in the parish including soliciting lay witnesses, printing of collateral, manage distribution and collection of forms, and analyze success of methodology
- Conduct regular Stewardship Committee meetings
- Increase stewardship understanding and practice among parishioners emphasizing stewardship as a way of life rather than a program or event

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- Bi-annual sermons advocating the spirituality of stewardship and how parishioners can enliven it
- Educate parishioners on the USCCB Tithing formula when communicating about sacrificial giving
- Develop and maintain a systematic study of parishioner attrition and Mass attendance
- Establish and host a day of thankfulness for those who have been dedicated resources (time, talent, financial) to the success of the parish to include parishioners, donors, benefactors and supporters
- Annually create and deliver a lesson on stewardship for each grade in the parish school
- Prepare the quarterly publication of *SpiritLink*
- Prepare annual stewardship report
- Solicit and develop planned giving within the parish including personal visits with parishioners
- Educate parishioners that planned giving is an extension of stewardship

### **Development**

- Create an atmosphere where parishioners see the long term effects of their giving
- Form a Development Council to oversee long range funding: Estate Planning, Endowment, Tuition Assistance
- Create a St. Gerald of Mayo Society to increase estate planning
- Plan and host a dinner for the St. Gerald of Mayo Society
- Cultivate Alumni relations for St. Gerald School
- Make two home visits with parishioner/benefactors to educate them on long range issues.

### **Administrative:**

- Deliver weekly bank deposits
- Deliver weekly bulk mailings to post office
- Answer incoming phone calls as a third person back up
- Maintain positive office atmosphere and confidentiality
- Respond to phone and email messages timely
- Attend staff and individual meetings consistently
- Create electronic keys as needed
- Coordinate Safe Environment Training sessions and provides relevant updates

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Possess and able to consistently demonstrate the following personal and professional qualifications:

- A practicing member, in good standing, of the Roman Catholic Church who sees his/her commitment to Catholic education as a ministry
- Strong ability to influence and negotiate
- Excellent analytical skills with ability to leverage data for reporting and planning needs
- Exceptionally adept at soliciting donations and volunteers for fundraising or stewardship activities
- Demonstrated record of planning and executing successful fundraising events
- High energy leader with a passion for stewardship, faith formation, and parish/community building
- Strong working knowledge of the spiritual documents used in the Archdiocese

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- Proficient in Microsoft Excel and Word
- Demonstrated excellent oral and written communication skills.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Business Administration, Marketing Public Relations or related field
- 3-5 years of related experience in fundraising

*NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so qualified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

### **APPROVED BY:**

#### **EMPLOYEE:**

I have reviewed the expectations identified for the Development Director position and agree it is an accurate representation of the responsibilities of the position. I understand as the needs of the organization change, my job description will change.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

#### **EMPLOYER:**

I have reviewed the expectations identified for the Development Director and discussed the responsibilities with the employee.

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date