



Job Description

Position title: Director of Stewardship and Development
Reports to: Bishop and Chancellor

General Position Summary:

The Director of Stewardship and Development creates and implements a strategic development program for the Diocese. H/She works in collaboration with the Bishop, Chancery staff, and Clergy of the Diocese to identify, cultivate and solicit funds from individuals and corporations. The Director holds the primary responsibility for management of prospect research, major gifts, grant writing, oversees special/cultivation events that include the Bishop, donor recognition and communication. H/She recognizes stewardship as a core value of the Diocese and promotes it to all constituents. The Director serves as the point person to all Parishes/Schools who are considering a capital campaign. H/She will counsel parishes, schools and agencies in planning development activities and be an active part of all *Request For Proposal's* (RFPs) at Parishes. H/She is responsible for establishing endowments, in collaboration with the Diocesan Finance Office, for future funding of the Diocese and its ministries. The Director should secure support from Catholics and other donors for the Diocese, its parishes, schools, and ministries. The Director must be a practicing Catholic who upholds the teachings and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and of the Church hierarchy, especially related to stewardship and charitable giving. The Director also serves as the Executive Director of the Catholic Community Foundation.

Education and Background:

Bachelor's degree in related field preferred, or a minimum of three (3) years experience in major gift solicitation and nonprofit development, with demonstrable knowledge of Stewardship as a foundation of Christian Discipleship. Working knowledge in major gift solicitation, endowments, annual fund appeal, planned giving, etc.

Position Requirements:

- Practicing Catholic Steward, committed to advancing the Catholic Church's mission, and with a passion for the Diocese of Salina's ministries and programs.
- Experienced in major donor solicitation.
- Thorough knowledge of development ethics and principles, along with a working knowledge of Catholic Church structures and procedures.
- Excellent business communication and presentation skills, both written and oral, are essential.

- Can work collaboratively with clergy and parish staff/leadership.
- Ability to promote Diocese of Salina in private and public settings, articulating clearly the priorities and needs of the Diocese.
- Strong organizational skills, including: ability to multitask, time management, recordkeeping, effective use of the Development Office's database and associated technology, and attention to detail.
- Desire to serve by creating opportunities for charitable and legacy giving within the Diocese.
- Must be available on some weekends and evenings, as deemed necessary for events.
- Regular travel within the Diocese required.
- Ability to maintain confidential information.

Primary Responsibilities:

- Serve as primary contact for donors wishing to gift the Diocese. In this capacity, solicit, receive and manage donations, bequests, endowments, current and deferred gifts on behalf of the Diocese, its parishes, schools, agencies, and ministries.
- Create a program to promote legacy giving across the Diocese, which may include workshops in collaboration with experts in wills and estate planning.
- Supervise Diocesan Office of Stewardship and Development as a Department Head and member of the Diocesan Chancery ("curia"), including the development and submission of an annual budget for the department.
- Serve as Executive Director of Diocesan Catholic Community Foundation Council; surface candidates and maintains committee membership for the Council.
- Coordinate all aspects of the annual Catholic Community Appeal – from theme, graphics, copy, manual, calendar, and mailing.
- Nurture strong and healthy rapport with donors and potential donors via the development, implementation, and maintenance of donor relationships. This includes recognition procedures and gift acknowledgement, in coordination with the Office of the Bishop relative to major donations.
- Serve as lead Diocesan contact with *Catholic Extension Society* and *Catholic Home Missions*, the two primary grant sources for the Diocese of Salina. Attend annual Extension Society Seminar for development directors.
- Collaborate in a consultative manner with development officers for all Catholic entities in the Diocese (parishes, schools, Catholic Charities, etc.).
- Provide correspondence to Parishes/Ministries regarding grant opportunities within the local Catholic Community Foundation; likewise chairs the annual process of evaluation and selection in awarding Bishop's Fund grants through the Catholic Community Foundation.

- Prepare an annual report of all fundraising efforts for the Bishop and Diocesan finance office -- documentation to be used for public dissemination, especially for donors and Diocesan clergy.
- Maintain strict confidentiality of department records, files, and donor relationships.

Secondary Responsibilities:

- Plan and implement donor cultivation opportunities, in conjunction with the Office of the Bishop.
- Serve as a member of any Diocesan Capital Campaign planning team which may be established in the future, as well as work collaboratively with campaign consultants.
- Provide advice and counsel to Clergy and Principals on Stewardship education and fundraising efforts.
- Coordinate communication with parishes on certain annual special collections coordinated through the Office of Stewardship and Development, such as the annual collection for seminary education.
- Serve as a consultant for Catholic Charities and provide consultation service for their annual appeal.
- Work collaboratively, and as requested, with Finance Office on operations and audits.
- Work collaboratively with Editor of our Diocesan newspaper, *The Register*, on articles related to stewardship and development, as well as advertising for appeals, etc.
- Collaborate with the Finance department on general management of the Diocesan Annuity program.
- Submit updates for the Diocesan website on Stewardship and Development, as needed.
- Implementation of an Annual Stewardship Renewal in all parishes, primarily through provision of parish materials.
- Serves on Region IX Board of Directors. (Region IX includes Catholic Dioceses of Kansas, Nebraska, Missouri, and Iowa)
- Participate in Catholic Stewardship Council conferences.
- Maintain membership in the following:
International Catholic Stewardship Council – ICSC
Associated Fundraising Professionals—AFP
- Serves as member of the following Diocesan Councils which meet on an infrequent, as-needed basis:
Diocesan Finance Council (quarterly meetings)
Art & Architecture Council (meetings as scheduled)
Clergy Health and Retirement Council (two meetings/year)
Stewardship Committee—Chair