

Staff Job Description

Job Title: Director of Office of Charitable Giving
Reports To: Director of Financial & Administrative Services
FLSA Status: Exempt
Effective Date: Revised: November 9, 2020

Position Summary

The Director is responsible for overall stewardship education and fund development for the diocese; educating clergy, parishioners and donors on the needs of the diocese; and developing new time, talent and financial resources to meet present and future needs of the diocese and its parishes.

Essential Duties and Responsibilities

- Responsible for promoting stewardship as a way of life by planning, organizing and leading stewardship outreach with a focus on education and training at the parish and diocesan levels, ensuring that the theology of stewardship is integrated into all development efforts.
- Responsible for fund development activities of the diocese, including but not limited to the Annual Diocesan Appeal, Combined Appeals, and special events and programs including the Leadership Giving Society. Fund development efforts include:
 - Annual Appeal: plan, organize, staff and manage appeal. Strategies include direct mail, in-pew solicitation, donor recognition, training parish staff, major gift solicitation, along with various media efforts.
 - Combined Appeals: plan, organize, staff and manage appeals throughout the year.
 - Parish Stewardship Program: create and provide materials and resources for the parishes to use for annual renewals for time, talent and treasure appeals.
 - Create and provide materials for annual activities related to Stewardship of Assets education and solicitation, i.e. End of Year and Charitable Gift Annuity projects.
 - Provide consultation to parishes in the initial stages of preparing and conducting capital campaigns.
 - Performs and/or coordinates additional appeals as assigned or requested.
- Oversee parishioner/donor database, and supervision of all gift entry, and fund analysis and reporting to diocesan leadership.
- Schedule and facilitate quarterly Diocesan Stewardship Commission meetings with clergy and lay representatives from all seven deaneries.
- Secretary for The Catholic Foundation which includes organizing Board of Director meetings, keeping minutes, and adhering to provisions of the Bylaws.
- At-Large Member of the Diocesan Building Commission to provide input on capital campaign funding. Commission meets periodically as needed.
- Schedule and facilitate annual United in Faith / United in Faith Needy Committee meetings.
- Build and maintain relationships with constituents throughout the diocese including staff, pastors, parochial administrators, donors and other professionals.
- Be involved and maintain ongoing professional education with memberships in various professional organizations (i.e. International Catholic Stewardship Council, Association of Fundraising Professionals, etc.).

- Perform other duties as assigned.
- Future Goals: Manage long-term stewardship and development activities including major gift and planned gift cultivation and solicitation for diocesan programs and offices.
 - Major Donors: identify and develop major contributors to the annual appeal and other funding efforts
 - Planned Giving: assist the Executive Director of The Catholic Foundation to initiate and market a planned giving program that will provide the donor several options for making a gift to the diocese and/or parishes.

Qualifications

- Bachelor Degree with four to ten years related experience and/or training.
- Strong written, oral, and interpersonal communication skills.
- Demonstrated ability to produce creative development and stewardship strategies. CFRE or similar a plus.
- Demonstrated supervisory and managerial skills.
- Proficient in word processing, spreadsheet software. Familiarity with fundraising software a plus. Strong database skills to monitor accuracy and proficiency to provide internal software support.
- Ability to work in team environment with staff, ability to maintain cooperative working relationships with pastors, parochial administrators, lay leadership, diocesan and church leaders.
- Ability to work flexible hours including possible evening and weekend hours.

Physical Demands

The physical demands 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. The physical demands of this position are typical of an office setting. There are no unusual physical requirements.

Directive

This position is both a professional and ministerial one in that the person holding this position should be a practicing Catholic in good standing with the Church, must have an understanding of the Church teachings and faith and morals of the Church, and be able to communicate by word and example these teachings in their daily work. By sharing in the mission of the Church, the person holding this position has the responsibility of fostering-through their professional work and in the lived reality of their lives—the values, principles, doctrines and teachings of the institutional Catholic Church. The Director’s conduct at work and away from work must be in accordance with and adhere to the ethical and moral norms of the Catholic Church and its principles of charity and justice.

All offers of employment are conditioned upon a clear criminal history background check and reference checks.