

St. John the Baptist

Position Description

Title:	Director of Stewardship & Development
Reports to:	Pastor
Direct Reports:	Administrative Assistant, Database, Records & Purchasing
Provides work direction to:	Maintenance staff as needed or appropriate.
Receives work direction from:	Pastor. This position will receive assistance and guidance from the Parish Business Administrator and School Principal as directed or appropriate.
FLSA:	Exempt, administrative
Hours:	Full-time, 40+ hours per week
Schedule:	Will vary based on parish needs; evening and weekend time will be necessary.
Benefits eligible:	Yes
Last revision:	1/3/2018

Definition of terms: *parish* refers to the entire St. John the Baptist organization, which includes both church and school; *church* refers to the church portion of the organization (liturgy, ministry programs, etc.); and *school* refers to the educational ministry of the parish that is St. John the Baptist School, a pre-K through 8th grade educational institution.

Percent of time spent. Note that percent of time spent on particular duties is an estimate and actual time will vary week to week. However, percentage estimates are presented to indicate the relative importance of a set of duties and as a general indication of how the incumbent in this position is expected to spend his or her time.

Job Purpose: To support the mission of St. John the Baptist by effectively facilitating connections between donors and the programs and ministries of St. John the Baptist Church and School. This position exists to develop, manage, and implement all large-scale fundraising activities necessary to meet St. John the Baptist Church and School fundraising objectives. In addition, this position will provide direction to specific fundraising efforts within parish programs and at church and school community events, such as the fall festival and Wines to Wishes. The Director of Stewardship & Development is expected to spend at least 25% of her or his time meeting with parishioners, school families and other potential donors in assessment, cultivation, solicitation and stewardship activities.

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese of Saint Paul and Minneapolis, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a Catholic.

Representative Responsibilities

1. *Works with the Parish Legacy Committee to develop and implement a planned giving program to build the parish's endowments.

35% of time

- a. Works with the pastor and Legacy Committee to finalize plans for the Legacy Program (currently under consideration) and implement the approved plan.
- b. Develops policies and procedures for accepting planned gifts.
- c. Oversees the production of endowment/planned giving materials.
- d. Visits a minimum of 10 long-time parish members 60 years and older per month to cultivate/solicit them for outright and/or future gifts to the endowments.
- e. Prepares thorough and timely call reports on all assessment, cultivation, solicitation and stewardship visits (not limited to planned giving).
- f. Seeks opportunities to engage major legacy gift prospects in parish life.
- g. Develops knowledge of and relationship with the Catholic Community Foundation to effectively engage the foundation as a resource in parish development efforts.
- h. Provides on-going cultivation and stewardship with endowment and planned giving donors.

2. *Pursues special fundraising opportunities to increase support for the church and school and meet special parish needs that may arise.

35% of time

- a. Works with the pastor, parish administrator, school principal and members of the Leadership Team to identify and prioritize special opportunities or needs for major gift fundraising.
- b. Identifies potential donors to meet those needs, via database information, call report information, and recommendation of parish leaders.
- c. Solicits parishioners, former parishioners, school families, school alumni, foundations and other organizations for special gifts.
- d. Manages the gift recording and acknowledgement process and other appropriate stewardship activities.
- e. Serve in an advisory capacity to church and school programs that do fundraising (e.g. Youth 365, butterbraids, fall festival, Wines to Wishes, others). Monitor number and level of fundraising efforts to guard against "saturation" of donation market.
- f. Solicit input from staff leaders for the annual Wish List. Collect donation opportunities and submit for publication.
- g. Coordinate the sponsorship portion of the parish's fall festival. Coordinate with chair and/or other designated leader to ensure sponsor acknowledgement.

3. *Provide management leadership in building a development program for the parish

30% of time

- a. Work with the pastor, parish administrator and school principal to develop a comprehensive development plan for the parish, which includes the school.
 - a. Develops an annual work plan for review and approval by the pastor, parish administrator and school principal (including fund-raising goals and program budget).

- b. Be familiar with the St. John the Baptist census database, particularly its accuracy, completeness and report generating capabilities.
- c. Be able to conceptualize demographically specific populations to identify key constituents for donor cultivation in any area of development.
- d. Manage the gift recording, gift acknowledgement and stewardship activities necessary for a successful development program.
- e. As a plan component, develop a Development Committee to oversee, inform and guide parish development efforts. Effectively engage volunteer parish leaders (from church and school) on this committee.
- f. Prioritize development efforts based on input from the Development Committee, the Evangelization & Stewardship Commission, the Leadership Team and ultimately, the pastor.
- g. Maintain connections to parish community by presence at daily Mass and other church and school events or liturgies.
- h. Coordinate the pastor's role in all aspects of fund-raising from promoting giving to acknowledging major gifts.
- i. Coordinate the work of volunteers in fund-raising activities.
- j. Coordinate implementation of the annual One Spirit – Many Gifts Sunday Giving renewal campaign.
- k. Monitors the recently completed capital campaign, securing outstanding pledges, inviting new parishioners to consider a pledge commitment, and reporting to the parish community.
- l. Provide the pastor, parish administrator and school principal with quarterly reports and an annual report summarizing fundraising activities and funds raised.

General Expectations

***To be present where needed, ready to work as needed to meet responsibilities.** Includes recognizing when situations require more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.

***Organize, prepare and maintain files and information.** Gather information from fax, email and other sources, ensure all information has been received, follow up as necessary, organize reports and make them available for convenient reference, maintain for the designated time, discard at designated time.

***Maintain and improve work knowledge and skills** such as understanding requirements and work procedures, purpose of work completed, computer use and general building management.

***Meet all communication requirements** including interpersonal skills with parish and school employees as well as visitors, guests, school families, and parishioners. Includes keeping superiors and appropriate others informed.

***Help create a productive environment** where there is harmony, good morale, and cooperative teamwork. Monitor self-productivity and take corrective action as appropriate.

*Maintain appropriate levels of confidentiality of all work data.

Other Responsibilities: includes other responsibilities identified as needed by the employee and approved and/or assigned by supervisor or pastor.

The responsibilities listed above are representative of the job and are not inclusive. Those preceded by an asterisk () are essential job functions.*

Qualifications & Requirements of Position

Date: January 3, 2018

Title: Director of Stewardship & Development

Qualifications

1. Bachelor's degree preferred in theology, Catholic studies, communications, marketing, public relations, or other field.
2. Prior experience preferred, working in fundraising or development within a Catholic church or non-profit setting.
3. Preferred: demonstrated effectiveness in working with major donors, grant writing, and knowledge of trends in fundraising.
4. Demonstrated proficiency in planning, organizing and coordinating events and activities.
5. Strong computer and analytical skills.
6. Ability to speak comfortably and articulately in public about stewardship and related concepts.
7. Able to develop relationships, converse easily, and remain at ease in groups of people.
8. Excellent communication skills: interpersonal, verbal and written.
9. Willingness to participate in church or school liturgical, fundraising, or other events. For example, daily or weekend Masses, fall festival, Wines to Wishes, parish picnic.
10. Demonstrate understanding and acceptance of Catholic doctrine. Able to understand and articulate the parish mission.
11. Demonstrate understanding of Catholic church and school organizational structure.
12. Must be able to keep accurate records.
13. Must be a practicing Catholic.
14. Ability to satisfactorily pass a criminal background check.

Mental Demands

1. Ability to plan, organize, and meet deadlines and to manage multiple concurrent tasks.
2. High level of organizational skills and ability to work under pressure and with interruptions.
3. Enthusiastic, self-motivated and able to work without supervision, but obtain direction when needed.

4. Understand the importance of confidentiality.

Physical Demands

1. Work 40+ hours per week
2. Able to sit or stand for long periods of time
3. Able to lift up to 15 lbs. (office materials, etc.) using proper techniques
4. Able to work long hours when the position demands
5. Able to participate in occasional evening and/or weekend meetings, events or Masses

Employee: I have reviewed this job description and understand that it is an accurate representation of the responsibilities of my job. I understand that as the organization's needs change, my job description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this job.

Signature

Date