

Job Description: Development Director

Summary:

The Development Director advances the mission of the parish and school by planning, implementing, and overseeing all parish-level fundraising, stewardship education, and donor engagement initiatives. This includes the annual parish stewardship appeal, capital or special projects, donor communication, parish events, and ongoing parishioner engagement.

Working closely with the Pastor, parish staff, ministry leaders, and volunteers, the Development Director promotes a culture of Christian Stewardship, builds relationships within the parish community, and ensures that development efforts support the spiritual and pastoral mission of the parish.

Essential Functions:

To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Stewardship Education & Parish Engagement

Articulate Catholic teaching and integrate it into all stewardship and development initiatives.

Support the Pastor in promoting a culture of Christian Stewardship within the parish and school.

Provide formation and resources to parishioners, ministry leaders, and volunteers regarding stewardship as a way of life.

Collaborate with parish ministries to strengthen mission awareness and parish engagement.

Fundraising & Development Leadership

Plan, execute, and evaluate the annual school stewardship appeal.

Assist the Pastor with planning and coordinating fundraising efforts for parish needs, special projects, and other pastoral priorities.

Manage donor communications, acknowledgments, and engagement activities.

Maintain positive relationships with parishioners, benefactors, and community supporters.

Events & Parish Campaigns

Oversee parish and school stewardship events, donor appreciation gatherings, and fundraising activities as needed.

Coordinate parish participation in diocesan appeals in collaboration with the Pastor.

Data, Reporting & Accountability

Maintain accurate donor and parishioner records using the parish database.

Provide regular reporting to the Pastor on fundraising progress, parish engagement, and stewardship initiatives.

Ensure donor information is handled with the highest level of confidentiality and professionalism.

Record contributions and reconcile giving reports with accuracy and confidentiality.

Support fundraising and stewardship communications as requested.

Administrative Responsibilities

Prepare communication materials related to stewardship, fundraising, and donor outreach.

Manage budgets for stewardship and development initiatives.

Perform additional duties as assigned by the Pastor.

Education/Certifications: To perform this role successfully, the individual should possess the following education, formation, or equivalent experience representative of the position's requirements:

Bachelor's degree in Communications, Business, Marketing, Theology, or a related field preferred. Experience in fundraising, development, parish administration, or stewardship preferred.

Must complete diocesan Safe Environment Training and maintain active compliance throughout employment.

Employment is contingent upon successful completion of all required background checks prior to start date.

Qualifications:

To perform the job successfully, the requirements representative of the knowledge, skills, and/or abilities required include the following:

Active and practicing Catholic preferred, with respect for and support of the mission of the Catholic Community of Bartlesville.

Strong understanding of Catholic teaching and the principles of Christian Stewardship.

Excellent written and verbal communication skills.

Strong organizational skills with the ability to coordinate complex events and deadlines.

Independent self-starter capable of working effectively with staff, volunteers, and parishioners.

Ability to motivate and inspire others to participate in parish life and stewardship.

Proficiency in Microsoft Office and parish database systems.

Reliable attendance, punctuality, and professionalism.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Faith and Conduct Expectations

As a representative of the Catholic Community of Bartlesville, the Development Director is expected to uphold the mission, values, and teachings of the Catholic Church, demonstrate integrity and discretion in all matters, and foster a welcoming, respectful, and faith-centered environment for parishioners, volunteers, and staff.

Environment:

To perform the essential functions of this position successfully, an individual must be able to meet the following working conditions and physical demands, with or without reasonable accommodation:

Position operates within a parish office environment.

Regularly required to communicate effectively in person, by phone, and in writing.

Must be able to remain in a stationary position for extended periods, and occasionally lift or move up to 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Acknowledgement:

I have read and understand the responsibilities and expectations outlined in this job description. I am able to perform the essential functions of this position, with or without reasonable accommodation. I acknowledge that I am an employee of the Catholic Community of Bartlesville, which serves the parishes of St. James and St. John Before the Latin Gate. I understand that the needs of the parish community may require my duties to change or expand on a temporary or ongoing basis. Should I have questions about my responsibilities or require accommodation, I will speak with my supervisor or the parish administration.

The Catholic Community of Bartlesville is an equal opportunity employer and is committed to providing a workplace that is free from discrimination and harassment. In accordance with applicable federal, state, and local laws, employment decisions are made without regard to race, color, national origin, sex, age, disability, veteran status, or any other characteristic protected by law.

As a religious organization, the parish reserves the right to prefer employees who are active, practicing Catholics and who support the mission and values of the Catholic Church.