

JOB DESCRIPTION

Title: Executive Director of The Catholic Charitable Foundation for the Roman Catholic Diocese of San Angelo/Director of Stewardship and Development Roman Catholic Diocese of San Angelo

Job Summary: The Executive Director of The Catholic Charitable Foundation for the Roman Catholic Diocese of San Angelo is responsible developing financial resources to meet present and future needs of the diocese and for the day-to-day management of the endowments and funds housed in the Foundation. The Director of Stewardship and Development is responsible for overall stewardship education and fund development for the diocese, educating parishioners and donors on the needs of the diocese.

Supervisor: Board of Trustees and Chief Operating Officer of the Roman Catholic Diocese of San Angelo

Management Duties and Responsibilities

Executive Director of the Catholic Charitable Foundation

Stewardship Education

- Work closely with diocesan staff and Foundation trustees to develop and conduct stewardship education activities and materials for use by parishes and schools throughout the diocese.

Fund Development Efforts

- Serve in executive director's role for the Foundation to provide the diocese with a long-term funding base for identified current and future capital and operational needs.
- Recruit and work closely with Foundation leadership, trustees and members, to achieve revenue and investment objectives, and to reset those objectives annually.
- Identify and develop major contributors for the diocese and Foundation.
- Maintain a database of all donors, prospective donors, grants awarded, and endowment gifts.
- Maintain confidentiality of donor information.
- Produce letters of thanks for contributions and grants.
- Prepares and coordinates informational presentations to prospective donors or parishioners with focus on the importance of personal and estate planning, tax benefits from planning the spiritual benefits of charitable gift planning.

Management Duties and Responsibilities

Director of Stewardship and Development Roman Catholic Diocese of San Angelo

Stewardship Education

- Responsible for promoting stewardship as a way of life by planning, organizing, and staffing stewardship outreach with a focus on education and training at the parish and diocesan levels.
- Responsible for regular and ongoing communication with pastors and parish leaders for the promotion of stewardship education.
- Initiate a diocesan-wide planned giving program that will give the donor several options for making tax-wise gifts to their parish, the diocese, and the Foundation.
- Communicate and coordinate with parishes regarding special collections.
- Oversee all aspects of fund raising for special diocesan projects.
- Responsible for the management of the stewardship and development budgets.
- Forming strong working relationship with pastors, parish leaders, volunteers, chancery staff, and current and potential donors
- Oversee, manage and administer grant applications.
- Maintain confidentiality of donor information for the diocese

General

- Employment in and by the 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 public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

Qualifications:

- Practicing Catholic in good standing.
- Excellent written, oral, and interpersonal communication skills required
- Bachelor's Degree required. Major in Business, Communications or Marketing preferred
- Related experience in management and development will be considered
- Computer skills including use of Microsoft Office applications, Development software and Internet search engines
- Ability to work with and appropriately handle confidential information
- Bilingual English/Spanish preferred

Working Conditions:

- Schedule of hours: 40 hours per week.
- Travel to cities in the Roman Catholic Diocese of San Angelo will be routinely required