

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Director of Stewardship & Development Operations

EFFECTIVE DATE: 8/2026

DEPARTMENT: Stewardship

POSITION SUMMARY:

The Director of Stewardship & Development Operations creates, coordinates and oversees key campaigns and stewardship initiatives for the Archdiocese of Cincinnati and its parishes.

CREDENTIALS & EXPERIENCE:

- Practicing Roman Catholic, able to present and exemplify Catholic teaching regarding stewardship and development in small and large groups
- Bachelor's degree, preferably in a related field such as Non-Profit Management, Marketing, Communications, or similar
- Digital fluency, comfortable moving among programs/systems and evaluating technical options
- Experience with databases used for managing donor information and contributions (Salesforce preferred)
- Strong written and oral communication skills
- Ability to build and support relationships with a variety of stakeholders
- Ability to organize and manage multiple responsibilities effectively
- Ability to analyze data from efforts and recommend improvements
- Minimum of three years of relevant experience in fundraising, program management, or similar (preferred)

REPORTS TO: Director of the Stewardship Department & Chief Development Officer

DUTIES & RESPONSIBILITIES:

- 1.* Assist the Department Director in developing ideas and resources for advancing the message of Catholic stewardship and the spiritual benefits of giving.
- 2.* Assist with the design and implementation of development programs for the Archdiocese, including annual appeals, major gifts, sponsorships, planned giving, and capital campaigns.
- 3.* Orchestrate all aspects of the primary annual archdiocesan campaign, the Catholic Ministries Appeal (CMA).
- 4.* Provide support to parishes with the archdiocesan-developed weekly offertory enhancement program and other initiatives to cultivate stewardship and discipleship.
- 5.* Partner with other department staff to assist parishes with special appeals, capital campaigns, and feasibility studies in advance of a capital campaign.
- 6.* With assistance from the Internal Operations Team, oversee and manage the department Salesforce database.
- 7.* Establish and maintain effective networks with parish staff (or parish volunteers/contacts) who help advance stewardship and development efforts.

- 8.* Partner with the Stewardship Communications Manager to develop the content, design, and schedule of communications for specific audiences and efforts.
- 9.* Partner with the Donor Engagement Team to develop strategic plans to engage and maintain donor participation.
- 10.* Partner with the Database Coordinator and Campaign Assistants as needed to gather data for mailings, analysis, etc.
- 11.* Manage key vendor relationships and work, such as Salesforce account manager, Salesforce consultant, online giving platform, lockbox, and the mail house.
- 12.* Fulfill administrative duties as needed.
- 13.* Attend development and stewardship-related conferences for ongoing personal professional development.
- 14.* Fulfill other duties as assigned by the Department Director.

ADDITIONAL REQUIREMENTS:

1. Available for evening and weekend work; this varies throughout the year.
2. Available for travel to all regions of the archdiocese, and periodic interstate travel for conferences and vendor site visits.
3. A valid driver's license and use of one's personal automobile for local travel.

SUPERVISION RECEIVED:

Works under the direction of the Director of the Stewardship Department & Chief Development Officer

SUPERVISION EXERCISED:

Multiple vendor and independent contractor relationships.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT: Salary 7 hours per day 35 hours per week
260 Days 12 Months

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

Employee Signature

Printed Name

Date

Supervisor Signature

Printed Name

Date