



ST. GERTRUDE CHURCH

POSITION DESCRIPTION

POSITION TITLE: Director of Stewardship

Job Summary

Rooted in the teaching that all we are and have in life is a gift from God, the director of stewardship strives to develop a parish (church and school) culture that recognizes stewardship as a way of life. This position provides vision and leadership to successfully implement a comprehensive stewardship plan that focuses on formation and promotion of the spirituality of stewardship and stewardship-related initiatives, inviting parishioners to share their gifts of time, talent, and treasure within the parish and overall life of the Church.

Primary Job Responsibilities

In the Area of Building a Culture of Stewardship:

- Develop and serve as the primary staff representative to the Stewardship Core Team. Responsible for the formation and training of new members on the Stewardship Core Team.
- In collaboration with parish leadership, develop, implement, and evaluate an annual plan for all stewardship initiatives within the parish. Some areas of focus within the plan include:
 - formation to focus on the spirituality of stewardship as a way of life and the relationship to discipleship;
 - opportunities for lay witness to strengthen the message of stewardship; and
 - annual renewal process to invite parishioners to share their gifts of time, talent, and treasure.
- Develop and lead ongoing stewardship formation for parish staff and key parish leadership groups (e.g. Pastoral Council, Finance Council, School Advisory Council, committees, and ministry groups).
- Identify and promote opportunities for parishioner involvement and assist parishioners discerning how/where to best use their time and talent within the parish. Actively invite parishioners into a deeper engagement in the life and ministry of the parish.
- Enhance stewardship practices within the parish and ensure that all parish ministries and practices are consistent with principles of stewardship.

In the Area of Financial Development & Donor Engagement:

- Develop and maintain an accurate database of donors, potential donors, and major gifts.
- Collaborate with parish leadership in developing and implementing donor goals and annual giving initiatives (Giving Tuesday, capital campaigns, annual fund drives, etc.).
- Cultivate and foster relationships with donors and potential donors, and develop a process for inviting major and planned gifts.

Additional Job Responsibilities

- Collaborate with the director of communications in developing stewardship content for communication vehicles: bulletin, newsletters, email newsletters, website, social media, etc.
- Stay current with trends in stewardship, and share information and practical suggestions with the leadership staff of the parish and school and Stewardship Core Team.
- Collaborate with the director of adult evangelization in promoting a culture of stewardship through special events (New Parishioner Dinners, Volunteer Appreciation events, Ministry Leader Summit, etc.) and other faith formation initiatives (Called and Gifted, etc.).
- Coordinate stewardship efforts with the director of alumni relations for St. Gertrude School.
- Serve as a member of the Family Leadership Team, and attend all parish staff meetings.
- Maintain a good working relationship with the Archdiocese of Cincinnati Pastoral Center, and attend various training opportunities.
- Other duties as assigned by the pastor.
- This position requires off-site work and frequent evening and weekend hours.

Credentials and Experience

- Strong written and public speaking skills, ability to foster positive relationships with donors and prospective donors.
- Excellent organizational and analytical skills.
- Must be able to clearly articulate the mission of the Church and how parishioners' participation through time, talent, and treasure directly assists that mission.
- Bachelor's degree, with a minimum of three years' experience in secular or church development and stewardship or related non-profit experience preferred.

Physical/Mental Job Requirements

- Ability to stand, sit, and walk for extended periods (including traversing stairs).
- Ability to effectively communicate. both verbally and in writing, with various constituencies.
- Ability to use a personal computer, telephone, and other office equipment.

Supervision Received

Works under the direction of the pastor.

Terms Of Employment

Full Time, Salary | 8 hours per day | 40 hours per week