

Director of Stewardship

MINISTRY TITLE: Director of Stewardship

REPORTS TO: Pastor

LOCATION: St. Cecilia, St. Mary Hyde Park, and the Oratory of St. John Vianney

CLASSIFICATION: Full-time, Exempt

WORKING HOURS: 40 hours per week (Monday- Friday). Possible weekends and evenings.

Position Summary: The Director of Stewardship is responsible for promoting and facilitating stewardship as a way of life within the parish communities. This role involves developing and implementing strategies to engage parishioners in sharing their time, talent, and treasure to support the mission and vision of the Parish Family.

Key Responsibilities:

- **Long-Range Planning:** Participate in the development and execution of long-term strategic plans that support the parish's mission and financial sustainability.
- **Offertory Enhancement:** Develop strategies to increase offertory giving and encourage consistent financial support from parishioners.
- **Mass Attendance.** With the collaboration of staff and family leadership develop and implement a plan to increase mass attendance in the family.
- **Online & Electronic Giving:** Increase online giving platforms and explore new or additional electronic giving alternatives to make stewardship more accessible.
- **Giving Goals:** Is accountable for meeting stewardship goals in coordination with the Parish finance councils.
- **Stewardship Month.** Plan a yearly campaign to reinvigorate stewardship within the Parish Family. This campaign would include sharing the good news that has been accomplished in the past fiscal year.
- **Welcoming Initiative:** Create and implement a welcoming procedure for new parishioners.
- **Stewardship Education:** Promote Healthy stewardship initiatives ensuring the theology of stewardship is integrated into all development efforts.
- **Ownership of Fundraising and Friendraising Activities.** The director will be responsible for all major friendraising and fundraising activities, including annual appeals, capital campaigns, and planned giving programs.
- **Communications:** Oversee the development and distribution of content for all stewardship and development communications. Integrate stewardship principles

into parish communications, including bulletins, website, social media, and newsletters

- **Donor Relations:** Director is responsible to cultivate relationships with donors as well as to ensure proper acknowledgment and recognition of their contributions is accomplished.
- **Collaboration:** Work closely with the pastor, parish staff, and finance council to balance budget and to make stewardship efforts align with the parish's goals and priorities.
- **Professional Development:** Attend ongoing training and development opportunities to stay current with best practices in giving, fundraising, and stewardship.
- **Grants:** Work to secure, perhaps through outside resources, grants that are in sync with the family's mission and vision.

Qualifications:

- Bachelor's degree in a related field (e.g., Theology, Nonprofit Management, Communications).
- Minimum of 5 years' experience in stewardship, development, or a related field within a church or nonprofit organization.
- Demonstrated experience with annual appeals, major gifts, and planned giving
- Highly motivated, collaborative, and detail-oriented, with the ability to manage multiple projects simultaneously
- Strong understanding of Catholic theology and teachings on stewardship.
- Excellent communication, organizational, and project management skills.
- Ability to work collaboratively with clergy, staff, and volunteers.
- Proficiency in using digital tools and social media for communication and fundraising.

Performance Standards:

- Demonstrate a deep commitment to the mission and values of the Catholic Church.
- Exhibit respect, integrity, and transparency in all interactions.
- Maintain confidentiality and professionalism at all times.

Employees of Eastside Catholics will have knowledge of the Catholic faith; a willingness to work for a Catholic, faith-based agency; and adhere to the policies of Eastside Catholic Employees will not publicly oppose the teachings of the Catholic faith. Neither shall they publicly advocate for any position in conflict with Catholic teaching or specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech (demonstration and written), including the use of social media or other digital technologies.

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Signature _____

Date: _____

Signature _____

Fr. Jamie Weber, Pastor

Date: _____