



## **Parish Family Stewardship Director**

### **Job Description**

“Stewardship is an expression of discipleship, with the power to change how we understand and live out our lives.”

-Stewardship: A Disciple’s Response

### **Job Summary**

Rooted in the teaching that all we are and have in life is a gift from God, the Parish Stewardship Director strives to develop a culture in the Parish Family that recognizes stewardship as a way of life. This position provides vision and leadership to successfully implement a comprehensive stewardship effort that focuses on education, formation, and promotion of the spirituality of stewardship and stewardship-related activities, inviting parishioners to share their gifts of time, talent, and treasure within the Parish Family and overall life of the Church.

### **Essential Job Responsibilities**

1. Serve as a member and primary staff representative to the Stewardship Core Team.
2. In partnership with the Stewardship Core Team, develop and implement an annual plan for all stewardship activities within the Parish Family. Some areas of focus within the plan include:
  - a. Hospitality and welcome, with a special focus on engaging new parishioners.
  - b. Education and formation of stewardship as a way of life, especially through lay witness opportunities.
  - c. Annual Renewal Process to invite parishioners to share their gifts of time, talent, and treasure.
  - d. Fundraising for capital improvements and/or major needs.
3. Develop and lead ongoing stewardship formation for parish staff and key Parish Family leadership groups (e.g. Pastoral Council, Finance Council, commissions, committees, ministry groups). Assist with formation and training for new members on the Stewardship Core Team.
4. Identify and train individuals for Lay Witness Talks and other opportunities to promote stewardship as a way of life.
5. Assist with developing stewardship content for communication vehicles: bulletin, newsletters, email newsletters, website, social media, etc. Be attentive to ways to enhance stewardship practices within the Parish Family and ensure that all communication, ministries, and practices are consistent with principles of stewardship.
6. Stay current with trends in stewardship and share information and practical suggestions with the staff and Stewardship Core Team.
7. Identify and promote opportunities for parishioner involvement and assist parishioners discerning how/where to best use their gifts and talents within the Parish.

8. Assist with stewardship-related special events (e.g. Welcome Night for New Parishioners, Volunteer “Thank You!” Event, etc.).

### **Skills, Knowledge and Abilities**

1. Practicing Catholic in good standing with an active personal and communal spiritual life.
2. Competent in Catholic tradition and teaching (familiarity with Jesuits’ missionary work and Ignatian spirituality desired.)
3. Excellent written, oral, and interpersonal communication skills required, including effectiveness in conflict management.
4. Strong problem-solving and critical thinking skills.
5. Proactive and self-motivated with the ability to multi-task and work with minimal supervision.
6. Proven experience in development and effective implementation of the overall Stewardship plans to be designed.
7. Ability to identify and build relationships with those passionate about giving large donations.
8. Ability to work with and appropriately handle confidential information.
9. Administrative skills, including budgeting, organizing and collaborating.
10. Ability to effectively use technology to create documents, presentations, communication and social media; proficiency with Microsoft Office applications.

### **Education, Training or Experience**

1. Bachelor’s degree required. Major in Business, Communications or Marketing preferred.
2. A strong commitment to the Catholic faith and a willingness to share it with joy and hope.
3. A strong record of effective pastoral ministry leadership capabilities.
4. Experience with team development, volunteer recruitment, training, and management.
5. Experience with relationship building to meet major fundraising goals; at least five years of advancement experience preferred.
6. Experience with strategic planning and raising funds through a capital campaign preferred.

### **Working Environment**

1. Position requires some irregular hours and evening and weekend work.
2. This position will report to the Pastor of the Parish Family.
3. This position will have an office in the Parish Center.