



DIOCESE OF MONTEREY
DIRECTOR, DEVELOPMENT & STEWARDSHIP
JOB DESCRIPTION

Position Summary: The Director, Development and Stewardship is responsible for development and fundraising activities for the parishes and schools of the Diocese of Monterey.

Accountable to: Finance Officer

Responsibilities Include:

Fundraising Support for the Parishes and Schools

- Assist pastors, parish finance council and parish groups with fundraising activities including improving plate collection, capital campaigns, major gifts and similar activities.
- Assist school principals and their principal's advisory councils or board with fundraising activities especially in the area of annual giving, capital campaigns, major gifts and endowment gifts.
- Provide samples of parishioner stewardship communications and educational resources in culturally appropriate styles for each parish and school location.

Development and Stewardship Education Activities

- Work closely with key staff throughout the Diocese (in Diocesan offices, parishes, Catholic schools) to develop and implement a strategic plan for development and stewardship education.
- Coordinate regular development and stewardship orientation and educational sessions for parishes and schools at the diocesan, regional and parish levels.
- Work with department staff to ensure that diocesan-wide workshops, seminars, and publications exemplify best practices for stewardship education that can be easily implemented in parishes.

Annual Ministries Appeal (AMA)

- Work with the Bishop and Diocesan Administration and senior administrative staff to develop goals and objectives for Annual Ministries Appeal fundraising.
- Plan and coordinate with development administrative staff all aspects of the campaign for the Annual Ministries Appeal to ensure that the necessary resources and systems are in place to support a successful appeal

- Update the Annual Ministries Appeal training manual and coordinate regional trainings
- Identify parishes who would benefit from specific training strategies and provide tailored training and on-going support for pastors and lay leadership.

Position Qualifications

EDUCATION

Bachelor's Degree in Business, marketing, communication, public relations, non-profit management, philanthropy or closely related field. Master's Degree preferred.

EXPERIENCE

- Minimum of five years' experience in the area of development, marketing or public relations or a closely related field.
- Proven track record of successful fundraising in a non-profit environment
- Proven experience in working with a variety of people toward a common goal preferably in the Catholic Church or a church environment.
- Experience with planned giving programs
- Successful experience working with multi-cultural groups
- Experience with and knowledge of grant resources

SKILLS

- Must be a goal oriented and self-motivated individual who can demonstrate accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment.
- Capable of building strong relationships with individuals and organizations to advance the interest and mission of the Church.
- Possess the personal qualities of integrity, compassion and empathy which encourages the trust and confidence of others
- Demonstrate ability to manage time and work load to multitask and achieve goals in a deadline driven environment.
- Demonstrate strong interpersonal skills and the ability to collaborate, build relationships, and achieve results within a population that may possess competing interests, opinions, and /or expectations.
- Willing to travel throughout the Diocese with some week-end and overnight requirements.
- Comfortable working with parish (lay and pastoral) leaders
- Maintain strict confidentiality at all times
- Excellent written, verbal and public speaking skills
- Bilingual (English/Spanish) strongly preferred.

**Please e-mail cover letter and resume to:
Clancy D'Angelo
cdangelo@dioceseofmonterey.org**