

CATHOLIC DIOCESE OF SPOKANE
POSITION DESCRIPTION
DIRECTOR OF STEWARDSHIP AND DEVELOPMENT

Position Purpose

The Director of Stewardship and Development oversees all fundraising raising programs for Catholic Diocese of Spokane, including prospect research, donor cultivation, stewardship, major gifts, planned giving, capital campaigns and donor education. This position is directly responsible for all annual appeals, national and international collections and Stewardship Sunday.

Essential Responsibilities

Fundraising, Planning and Management

Establish annual goals, create calendar of fundraising activities, and conduct ongoing evaluation of development work.

Collaborate with the Vicar for Finance and Fiscal Services Office to project fundraising revenues and expenses in relation to the Diocese's annual budget.

Manage fundraising activities, including direct mailings, special events, donor relations, and special campaigns and projects.

Coordinate annual appeals and collections, and donor acknowledgment.

Oversee the recruitment of volunteers and coordinate their work, as well as that of other employees as needed.

Donor Cultivation

Create a process and environment for the Catholic Bishop of Spokane to enhance relationships with major donors.

Oversee gift reporting and acknowledgment, donor correspondence, donor recognition, and database management.

Identify strategies to cultivate existing and potential donors, including individuals and businesses.

Initiate and oversee grant writing and submission of proposals to foundations.

Administration

Work collaboratively Chancery employees and priests of the Diocese

Serves on the Board of The Catholic Foundation of Eastern Washington.

Establish fundraising policy and budget recommendations for the Development Office and operate within approved budget.

Develop formats and protocols for the systematic researching of donors, the tracking and reporting of donations and organization of other pertinent data.

Contribute to diocesan website, Inland Register, and outreach to the secular media as needed for the promotion of the diocesan development efforts.

Provide educational support in the diocese and to parishes on stewardship, planned giving, donor development, capital campaigns, and fund raising.

Oversees grant selection and submission

Other duties assigned by the Bishop.

Essential Qualifications

Bachelor's degree

Three years broad-based fund-raising experience

Commitment to and understanding of the Catholic Church's mission

Basic ability to speak articulately and authentically about the mission of the Catholic Church

Demonstrated leadership ability, strong organizational and administrative skills, Ability to balance day-to-day operations with the external role in the cultivation and solicitation of donor prospects.

Excellent writing, public speaking, and communications skills

Experience in budgeting, planning and personnel management

Working knowledge of accounting and word processing software, gift accounting procedures, and prospect research

Ability to travel independently by car and airplane.

Ability to work varied hours as required to balance the on-going demands of high productivity fundraising with office management responsibilities

Physical Requirements

Sitting, standing, stooping, kneeling, bending, crouching, lifting, walking, carrying, extensive wrist and hand movements related to computer keyboarding.

Supervision

Reports to Vicar for Finance

Supervises Donor Relations Specialist and Administrative Assistant

To Apply

Please submit by email: cover letter, resume, names of three professional references to:

[Victoria Loveland](#), Director of Human Resources

Catholic Diocese of Spokane

(509) 358-7338

Review of Applications begins mid-May; position starts June 15, 2018

March, 2018