

Diocese of San Jose – Stewardship and Development Director (Full-Time)

About the Diocese of San José:

The Diocese of San José, the Catholic Church in Santa Clara County is a community rooted in faith - hearing and keeping God's word and recognizing our relationship to one another as children of God. We are a community of 600,000 Catholics, encompassing 54 parishes & missions, 28 elementary & 6 high schools, and 3 college & university campus ministries. In collaboration and conjunction with scores of Catholic organizations within the Silicon Valley — hospitals and social service agencies and other ministries— we are dedicated to carrying out Christ's mission on earth. In an increasingly complex and challenging time, the Diocese must raise the awareness and necessary funding to support the current needs of the church's ministry, as well as expand to meet the ever-changing demands of the future.

Position Summary:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the policies of the diocese.

The Stewardship and Development Director works with closely with the Bishop, Chief Financial Officer, and Chief Operations Officer to develop priorities and objectives for fundraising and stewardship, as well as thorough and accurate financial reporting and budgeting. The Stewardship and Development Director collaborates with the Office of Communications to ensure all stewardship and development collateral and messaging is consistent and compelling for our diverse audiences. The Stewardship and Development Director will elevate existing fundraising and stewardship programs and develop new mechanisms and sources of support to realize the full philanthropic potential of the Diocese.

The Stewardship and Development Director leads the strategy and organization of policies and programs concerning all aspects of the fundraising and stewardship process including, but not limited to, Annual Diocesan Appeal, major gifts, planned giving, corporate matching, grants, and long-range development and stewardship planning. The Stewardship and Development Director will have responsibility of supervising all staff. Additionally, the Stewardship and Development Director will be the liaison to the Catholic Foundation funding and grant-making program. The Stewardship and Development Director will also carry their own major gift portfolio and will work closely with the Bishop for leadership level fundraising.

Essential Duties:

- *Goals, Strategy and Accountability*
- *Large Donor Cultivation and Relationships*
- *Annual Diocesan Appeal*
- *Administrative Leadership and Management*

Qualifications:

- Must be a practicing Roman Catholic who upholds the teachings and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and of the Church hierarchy, especially related to stewardship and charitable giving.
- Must maintain up-to-date personal certification for diocesan Safe Environment program in compliance with *The Charter for the Protection of Children and Young People* (USCCB) and related diocesan requirements.
- Minimum of Bachelor's degree from an accredited university in Business Administration, Non-Profit Administration, or related area of study. Advance degree or certification in Philanthropy, or related field preferred.
- Three or more years in stewardship education a plus, preferably in the Catholic Church.
- Minimum of five years related work experience, preferably in a non-profit/religious environment and multicultural community.
- Demonstrated success in overseeing successful fundraising programs, including annual fund campaigns
- Proven ability to cultivate and solicit major gifts of \$100,000 or more
- Excellent organizational, interpersonal, verbal and written communication skills are essential.
- Multi-lingual/bi-lingual is desirable, fluent in spoken and written Spanish preferred.

How to Apply:

Please submit cover letter and resume to jobs@dsj.org.