

## **Director of Stewardship and Development**

Saint William Catholic Church

Round Rock, Texas

**Classification: Full--Time, Exempt**

**Catholic Required: Yes**

**Reports to: Pastor**

### **Ministerial Character**

The Pastor is the visible principle and foundation of unity in the parish of St. William Catholic Church which the Bishop has entrusted to him. He makes Christ's mission present and enduring in the parish. To fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at Saint William Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

Saint William is the largest Catholic Church in the Austin Diocese, with over 5,000 registered families, a multi-million-dollar budget, 30+ part time and full-time staff, and 30 acres of property. We are a vibrant, growing parish seeking a full time Stewardship and Development Director who is a strong servant leader with the ability to work creatively in a fast-paced environment. The Stewardship and Development Coordinator will use this position to strengthen and uphold the Pastor's vision and become an effective member of the Saint William staff.

### **Job Summary:**

The Director of Stewardship and Development serves the parish and staff by cultivating and growing the resources of the parish and promoting habits of good stewardship and communication among the parishioners, parish leadership, and parish administration.

The Director of Stewardship and Development is primarily responsible for fostering financial stewardship, cultivating relationships with benefactors, inspiring confidence in potential benefactors, effectively carrying out campaign fundraising, and working with the pastor and staff to improve the overall financial situation of the parish through improved communications and processes.

### **Goals & Objectives**

The Director of Stewardship and Development will create and facilitate ways to improve regular offertory among parishioners. He/she will support existing strategies and/or create new ones to promote one-time and annual gifts. He/she will also work with the *Diocesan Office of Stewardship and Development* to cultivate relationships with parishioners who establish endowments. Further, the Director of Stewardship and Development will provide leadership in developing an Annual Financial Report and other regular means of communication on financial transparency and stewardship in the parish. Furthermore, the Director of Stewardship and Development will serve

on the parish leadership team, finance council, and pastoral council and be a valuable member of the Stewardship team.

### **Direct Collaboration**

Director of Accounting

Communications Coordinator

Volunteer Coordinator

### **Essential Job Duties:**

- Works with the Diocesan Office of Stewardship and Development in donor relations for parish members of the Catholic Legacy Society and the annual Diocesan Appeal, etc.
- Provides leadership on the parish's ongoing campaigns, as well as in the creation, implementation, and/or oversight of a Development Plan for Saint William.
- Oversee communication between Stewardship and Development office and Saint William as a whole.
- Work with the Pastor to continue building fiscal strength of the parish, to include regular offertory, planned gifts, End of Year Gifts, Endowments, etc.
- Collects information and works with staff and publishers for the Annual Report (July) and January Tax Statements.
- Oversees and manages the overall fundraising efforts of Saint William ministries (staff led and volunteer led), in close collaboration with the Pastor, to accomplish fundraising goals.
- Recruit, work with, and steward volunteers assigned to the Stewardship and Development office.
- Coordinates the solicitations of and acknowledgment of donations, which includes facilitating/attending meetings with donors, prospective donors, businesses, etc.
- Coordinate and execute all fundraising events, including but not limited to the Harvest Moon Gala and the Advent/End of Year and Lenten appeals
- Keeps donor information and other private personal information confidential
- Is an effective team member of the Operations Team and Stewardship and Development team
- Directly supervises the Volunteer Coordinator and the Communications Coordinator
- Maintains online donor relationships with Vanco (online giving provider) and Venmo
- Recruits and works with volunteers assigned to the Stewardship and Development Office
- Perform additional duties as assigned by the Pastor to include special projects to assist in the overall fundraising efforts.
- Able to work flexible schedule as necessary (nights and weekends)
- Abide by the Association of Fundraising Professionals code of ethics and standards.
- All other duties, as assigned.
- Daily 30-minute prayer time.

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

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed namely:

We are looking for a person who demonstrates previous experience in stewardship, communications, and/or development; experience of setting and administering departmental and campaign budgets within a large,

complex organization, preferably a Catholic Church; progressive development experience and overseeing successful fundraising programs. Some of the skills required are:

- Bachelor's Degree or equivalent combination of education and work-related experience
- Bilingual (English and Spanish) preferred
- Strong organizational leadership skills
- Effective written and verbal communication skills
- Strong knowledge of Microsoft Office applications
- Knowledge of social media tools
- Ability to handle flexible hours
- Maintain high level of professionalism and confidentiality at all times
- Able to multi-task in high stress situations
- Action oriented work ethic

### **Minimum Qualifications:**

#### Education and Trainings:

- Bachelor's degree from an accredited American college or university (or equivalent in a foreign country).

#### Experience:

- Four (4) years or more off stewardship and development work related experience.

#### Language:

- English (proficient in conversing, reading, and writing).
- Spanish (conversing, reading, and writing).

#### Catholic Requirement:

- Must be a practicing Roman Catholic in good standing.

#### Licenses/Certifications:

- Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies throughout the employment period.
- Member of the Association of Fundraising Professionals.
- Valid Texas driver's license.

### **How to Apply:**

Please submit your cover letter and resume to Dcn. Victor Lara [vlara@st-william.org](mailto:vlara@st-william.org)