



12521 Inwood Road  
Dallas, TX 75244  
stritaparish.net

**Job Title: Director of Stewardship and Development**

**Hours: Full-time**

**Status: Exempt (Not eligible for overtime)**

**Primary Function**

Under the direction of the Pastor

The Director of Stewardship and Development (DSD) is the chief development staff member for St. Rita Catholic Community. In collaboration with the Pastor and Principal, the DSD plans and oversees all development strategies for the Parish and the School. An ideal candidate will be a member of St. Rita Catholic Parish or a practicing Catholic with a deep knowledge and experience of our community.

**Essential Duties and Responsibilities**

The DSD works to create and support a culture of stewardship and philanthropy within both the Parish and School. The DSD is responsible for the overall planning, coordination, and execution of all fundraising activities, gift solicitation, and stewardship for the Parish and School. Other responsibilities include database management, communications and constituent relations activities that create a supportive climate for Parish and School growth.

**General Duties - Parish and School**

**Leadership and Planning**

- Actively work to create a comprehensive development plan for cultivation and solicitation of support from individuals in the St. Rita Community bearing in mind the Parish's focus on Evangelization
- Work with the Director of Communications as primary advisor on marketing communications support and collateral development
- Plan and execute all major fundraising events
- Engage staff and volunteers for assistance with events
- Serve on the Parish Leadership Team

**Stewardship and Development**

- Responsible for all major fundraising campaigns, including, but not limited to capital campaigns and major gift campaigns
- Responsible for all Parish and School development initiatives including donor appreciation dinners, alumni and parishioner events
- Educate and engage key volunteers (e.g., all ministries, all School clubs) in implementing mission-based fundraising and participation in Parish and School events

**Research, Cultivation and Solicitation**

- Cultivate steward and donor relationships at all levels and work to raise the giving and contributions of all stewards and donors
- Research potential stewards and donors and establish priorities for solicitation
- Network within local community organizations
- Build and implement annual stewardship programs that encourage gifts of time, talent, and treasure
- Recruit, train, manage, supervise, and acknowledge volunteers to assist with stewardship and development projects
- Grow our planned giving program through the St. Rita Legacy Society

**Operations**

- Supervise full-time administrative assistant
- Monitor all donor information and provide statistical analysis to Parish leadership

- Develop reports and documents for leadership and decision-making purposes
- Regularly perform needs and trends analysis and advise the Business Manager on projections for future giving

## **DIRECTOR OF STEWARDSHIP AND DEVELOPMENT**

### **QUALIFICATIONS:**

- Strong Fundraising and gift solicitation background
- Experience in development, sales, marketing, communication, and/or volunteer management
- Ability to appreciate and communicate a passion for Jesus and the Catholic faith, for discipleship, Parish life, and Catholic education
- Demonstrate leadership and effectiveness in developing and accomplishing organizational goals
- Ability to build a team, effectively recruiting and managing volunteers
- Ability to conceptualize and execute strategic plans, the ability to interact confidently and effectively with all constituents at St. Rita
- Experience in a parochial or not-for-profit environment preferred
- Bachelor's degree in related field strongly preferred
- 5 years or more of fundraising experience
- CRM experience preferred
- The ability to speak Spanish is a plus

### **NOTE:**

**Competitive Salary will be reviewed annually at the end of St. Rita's fiscal year with the Pastor, Finance Council Chair, and the Business Office.**