

**PERSONNEL POLICY GUIDELINES FOR PARISHES**  
**JOB DESCRIPTION**  
**STEWARDSHIP/DEVELOPMENT DIRECTOR**

**I. IDENTIFYING INFORMATION**

**Position Title:** Stewardship/Development Director  
**Status:** Full-Time, Exempt  
**Reports to:** Pastor

**II. PRIMARY FUNCTION OF THIS POSITION**

This position is two-fold in its responsibility to Our Lady of Light. The **stewardship elements** of the position are rooted in the teaching that all we are and have in life is a gift from God. The Director of Stewardship strives to develop a parish (church and school) culture that recognizes stewardship as a way of life. This position provides vision and leadership to successfully implement a comprehensive stewardship plan that focuses on formation and promotion of the spirituality of stewardship and stewardship-related initiatives, inviting parishioners to share their gifts of time, talent, and treasure within the parish and overall life of the Church.

The **development** aspects of this position involve responsibility for planning and executing a comprehensive development program for the entire parish family and school. The Director provides direction and guidance to school and parish communities in the goals of the Development programs for Our Lady of Light Family of Parishes.

This role involves organizing large-scale development initiatives, working with parish members, developing the school annual fund and building relationships with donors, staff and volunteers. The development director will also implement major giving and planned giving strategies.

**III. POSITION CONTENT – ESSENTIAL FUNCTIONS OF THE POSITION**

*In the Area of Building a Culture of Stewardship:*

- a. Develop and serve as the primary staff representative to the Stewardship Core Team. Responsible for the formation and training of new members on the Stewardship Core Team.
- b. In collaboration with parish leadership, develop, implement, and evaluate an annual plan for all stewardship initiatives within the parish. Some areas of focus within the plan include:
  - ✓ formation to focus on the spirituality of stewardship as a way of life and the relationship to discipleship;

- ✓ opportunities for lay witness to strengthen the message of stewardship;
  - ✓ annual renewal process to invite parishioners to share their gifts of time, talent and treasure.
- c. Develop and lead ongoing stewardship formation for parish staff and key parish leadership groups (e.g. Pastoral Council, Finance Council, School Advisory Council, committees, and ministry groups).
  - d. Identify and promote opportunities for parishioner involvement and assist parishioners discerning how/where to best use their time and talent within the parish. Actively invite parishioners into a deeper engagement in the life and ministry of the parish.
  - e. Enhance stewardship practices within the parish and ensure that all parish ministries and practices are consistent with principles of stewardship.

***In the area of Financial Development & Donor Engagement:***

**Manages, plans, and oversees the family's Development and Marketing program for Our Lady of Light parish and school**

- a. Create a Relationship Centered program that helps build a culture of "Belonging Leads to Believing"
  - i. Build donor relationships.
  - ii. Promotes and further develops the Alumni, Parent, and Grandparent Program for Incarnation School.
- b. Develop and serve as the primary staff representative to the OLL Development Core Team. Responsible for the formation and training of new members on the Team.
- c. Works collaboratively with the Family Leadership Team, Parish Council and Finance Committee to develop short and long-term planning for development.
- d. Planning and evaluating fundraising campaigns and activities in the Parish Family and School, and manages scheduling of various fundraising and engagement events to verify they do not overlap or compete
  - i. Collaborate with PTO in managing fundraising events in relation to full Parish Family Development Program.
- e. Creates and manages the development budget and fundraising income programs as directed by the Finance Director.
- f. Develops, implements, and manages future capital campaigns for the Parish Family and School
  - i. Determines Capital Campaign goals in collaboration with the Family Leadership Team, Parish Council, and Finance Committee
- g. Communicating with donors and staff via email, phone or social media.
  - i. Answering donor and staff inquiries in a timely fashion.
- h. Creation of solicitation materials for the parish and school, in collaboration with the school administration.

- i. Manages Marketing Strategies for the Our Lady of Light Family of Parishes and Incarnation School. Collaboration with Incarnation School leadership is essential for the success of this element.

**Key Responsibility:** Works Collaboratively with other Team Members in regard to market and long-term planning

## Additional Job Responsibilities

- Collaborate with the director of communications in developing stewardship content for communication vehicles: bulletin, newsletters, email newsletters, website, social media, etc.
- Stay current with trends in stewardship, and share information and practical suggestions with the leadership staff of the parish and school and Stewardship Core Team.
- Collaborate with the director of adult evangelization in promoting a culture of stewardship through special events (New Parishioner Dinners, Volunteer Appreciation events, Ministry Leader Summit, etc.) and other faith formation initiatives.
- Maintain a good working relationship with the Archdiocese of Cincinnati Pastoral Center and attend various training opportunities.
- Other duties as assigned by the pastor.
- This position requires off-site work and frequent evening and weekend hours.

## IV. POSITION SPECIFICATIONS/REQUIREMENTS

- Must be able to clearly articulate the mission of the Church and how parishioners' participation through time, talent, and treasure directly assists that mission.
- Strong written and public speaking skills, ability to foster positive relationships with donors and prospective donors.
- Management or leadership experience preferred
- Excellent organizational, communication and interpersonal skills required
- Organizational, time-management and problem-solving skills needed
- Ability to lead and direct others
- Excellent attention to detail
- Experience in secular or church development and stewardship or related non-profit experience is preferred.

## V. EDUCATION, TRAINING AND/OR EXPERIENCE

- Bachelor's degree in nonprofit administration, business administration, communications or a similar field
- At least five years of experience
- Experience in fundraising, though marketing, communication or business roles is preferred
- Familiarity with sales and marketing strategies.

**VI. WORKING ENVIRONMENT**

- Evening and weekend work will be required from time-to-time
- On call availability may be required

Employees of The Our Lady of Light Family of Parishes Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of The Our Lady of Light Family of Parishes Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VII. ACKNOWLEDGEMENT**

**I have read, understand, and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. It is the right of the employer to revise this job description, and to require that other tasks not listed be performed as needed.