



## Diocese of St. Augustine Position Description

**Position:** Associate Director of Development & Stewardship

FLSA: Exempt

Reports to: Director of Development

Effective date: January 1, 2018

### General Summary:

The Associate Director of Development & Stewardship will take major responsibility in oversight of the Bishop's Annual Stewardship Appeal (BASA), managing all BASA donor relations and database records, and promotion of the diocesan campaign, stewardship, and identifying and cultivating major gifts.

### Essential Duties and Responsibilities:

- Directs and manages all fundraising, logistics and gift processing for the BASA campaign and its related events, including: communication with clergy, staff, volunteers, and donors; manages timeline of event; works with outside vendors; negotiates yearly vendor contracts; plans and partners with all major donor receptions; development of materials and coordination of training for pastors and volunteers; tracks and reports data collection; coordinates all direct mail and email communication; development of campaign material.
- Takes major responsibilities in all planning, organizing and meetings of the Pastors Advisory Committee (PAC).
- Oversees the maintenance and accuracy of the donor and grant databases.
- Trains and supervises database/donor relations staff member(s).
- Takes major responsibility and works with the Director in the development and implementation of Crozier level cultivation, maintenance, and special events.
- Develops new and maintains all existing donor relations, outreach and stewardship.
- Oversees special programs, projects and committees within the scope of the Development Office.
- Promotes and supports all diocesan stewardship activities.
- Coordinates staffing-related efforts for the Diocesan Stewardship Council and its activities.
- Participates with other development fundraising projects and/or special events or campaigns, as necessary.
- Develops and maintains good relationships with clergy, schools, parish staff, and volunteers.
- Maintains a work schedule that maximizes availability to parishes, diocesan staff and clergy.
- Uses effective and appropriate supervision techniques to maximize employee morale and effectiveness.



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- Continues ongoing professional development.
- Supports the Executive Director of the Catholic Foundation, as needed.

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

- Bachelor's Degree in Marketing, Communications, Public Relations, Business Administration, Non-Profit Administration, or related field. Certified Fund Raising Executive (CFRE) credential is preferred.
- A minimum of 3 years' proven experience in successfully directing annual appeals, general fundraising techniques and donor relations.
- Knowledge of stewardship and donor relations.
- Strong administrative, planning, and organizational leadership skills.
- Must be a practicing Roman Catholic possessing the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith and must be a Catholic in good standing with the Church.
- Ability to respect and value the cultural richness that makes up the Church and society and strives to celebrate commonalities and differences among various groups.
- Must be able to maintain confidential information, exercise good judgment and work independently as well as in a team environment; excellent supervisory and interpersonal skills is required.
- Must be goal-oriented and able to multi-task.
- Requires proficient communication skills, including verbal, written and listening.
- Proficient with information technology including Microsoft Office Suite.
- Must successfully pass the required criminal background check prior to employment and every five years.
- Must maintain a valid driver's license.

### **LANGUAGE SKILLS**



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Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

#### **WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Flexibility to work evenings and weekends, when necessary, and ability to travel and drive one's own vehicle to various diocesan locations.