

Director of Stewardship & Development

Diocese of Baker, Redmond, Oregon

Expires: June 30, 2018 **Experience:** 2-5 years
Location: Redmond, OR **Education:** Bachelor Degree or higher
Category: Development **Base Pay/Class:** Salary-exempt

Send applications or inquiries to: <mailto:hope@dioceseofbaker.org>

Job Description:

The Diocese of Baker is seeking an individual for its dual position of Director of Stewardship and Development and Executive Director of the Legacy of Faith Catholic Community Foundation of Oregon (LFF). The Diocese serves Catholics throughout Central and Eastern Oregon. The Legacy of Faith Foundation supports religious, charitable and educational programs of the Diocese, its parishes, schools and ministries. LFF is governed by a Board of Directors, where the Bishop of the Diocese is a member.

Directly reporting to the Diocesan Chief Financial Officer under the direction of the Bishop of Baker and the LFF Board of Directors, this person will provide administrative leadership and overall direction to advance the Diocesan vision and mission. This includes development strategies, annual goals, and long-term objectives with full accountability for all functions and operations including organization leadership, fundraising, financial management, and external and Board relations.

The ideal candidate will have development experience and a demonstrated track record of identifying, cultivating and involving benefactors. Further, the successful candidate will excel in communication skills to be utilized in written, oral, and social media. Along with professional maturity, this person must have a passion for the mission of the Church.

The Diocese of Baker is offering a competitive salary and benefit package commensurate with education and experience. Applicants should submit a cover letter and resume to Hope Burke, CFO, at hope@dioceseofbaker.org.

Position Description:

The Director of Stewardship & Development plans, guides, evaluates, and oversees the Bishop's Annual Appeal, stewardship education, parish offertory renewal and other aspects of diocesan fundraising by strengthening the principles of stewardship among the faithful. This person also serves as Executive Director of The Legacy of Faith Catholic Community Foundation of Oregon (LFF).

Key Tasks:

- Create, execute, and advance the overall stewardship and development program in accordance with the strategic plans of the Diocese
- Demonstrate a deep understanding of the formative principle of stewardship and be able to instruct and support priests and parish leaders in stewardship education

- Actively collaborate and assist pastors, parish leaders, chancery staff, and volunteers to advance the mission of the Church in the Diocese of Baker
- Build and maintain positive relationships with existing and potential donors of the diocese and LFF, including coordination of donor recognition and planned gift societies
- Plan, implement, and oversee the Bishop's Annual Appeal which includes assisting the pastors and parish leaders
- Research prospects, establish priorities for solicitation, contact potential donors and secure ongoing financial support for the Diocese and LFF
- Regularly report on activity and progress of the stewardship and development office
- Supervise direct mail, special events, and other solicitation activities as needed
- Assist the CFO with the coordination of grant writing and grant requests at the Diocese
- Collaborate with other diocesan staff regarding financial accounting and distribution of funds, database management, gift recording, donor acknowledgement, stewardship and other issues related to development
- Coordinate with the CFO to ensure that development practices are in compliance with diocesan, city, county, and state regulations
- Participate in the Regional and International Catholic Stewardship Conferences
- Handle confidential and sensitive information in a professional manner
- Prepare an annual and updated five-year comprehensive stewardship and development plan that describes the mission and goals of the office
- Execute all other duties as assigned

Minimum Qualifications:

- A Catholic in good standing
- A missionary disciple dedicated to the New Evangelization
- A Bachelor's degree in business/management, marketing, communications or public relations (MBA or CFRE a plus) or an equivalent combination of education and experience with a minimum of 2-5 years of experience in a comparable position; or any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the above-described essential functions
- Ability to communicate effectively in written correspondence and oral presentations
- Creativity, decision-making, interpersonal skills, use of discretion, and enhancement of collaborative culture within diocesan staff
- Proficiency in Moves Management, database software and computer skills with industry standard MS Office, specifically Excel and Word, project management applications, and knowledge of fundraising software
- Thorough knowledge of the principles and practices of fund development (major/planned giving), with ability to organize, create and implement development efforts
- Former capital campaign experience preferred
- Bilingual in Spanish a plus

Knowledge, Skills, Abilities:

- Servant-leadership
- Organizational capability to plan and execute complex events and meetings
- Independent self-starter who is able to work well with colleagues and volunteers
- Excellent interpersonal skills: able to work well with a wide range of people
- Able to motivate through personal leadership and professional credibility
- Dependability through good attendance and adherence to timelines and schedules
- Attention to detail and critical thinking skills
- Maintenance of requisite skills through independent study

About the Location/Employer

The Diocese of Baker comprises 18 counties covering the eastern two-thirds of the State of Oregon. Sunny skies, snow-kissed mountains, shimmering rivers, alpine lakes and sagebrush plains serve as the backdrop for our communities. This diocese is home to all the skiing, hiking, climbing, cycling, fishing, rafting, and golf of your dreams. There are three airports in our diocese. The largest, in Redmond, offers good connections along the west coast and eastward.

The Diocese of Baker has the smallest Catholic population of all the dioceses in the contiguous United States, though it covers over 66,826 square miles. While serving the Catholic needs of its predominately rural communities, it is also home to 3 Indian reservations and a large growing Hispanic population. We serve over 40,000 Latinos, a little more than 8.4% of the general population in Eastern Oregon.

There are 36 parishes, 23 missions, and 4 elementary schools in the Diocese of Baker. Of the 36 parishes, 31 have resident pastors. There are 28 diocesan priests active in the diocese (16 from Baker and 13 from other dioceses), 7 religious order priests and 13 sisters working in the diocese. There is no Mother House. There is 1 monastery. In many of these small and rural areas, the Catholic Church is a primary focal point of the community.

The purpose of the Chancery is to serve the Bishop with the implementation of his vision for the Diocese of Baker. All employees are called to a spirit of servant-leadership that attends to the needs and challenges presented in parish life throughout the diocese. The Chancery staff works together as a team dedicated to being faithful servants of the Bishop and the Church.