

# CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

**DIOCESE OF MANCHESTER  
CHANCERY OFFICE  
153 Ash Street  
Manchester, New Hampshire 03104**

## **Client Background**

The Roman Catholic Diocese of Manchester (<http://www.catholicnh.org/>) in New Hampshire is led by Bishop Peter Anthony Libasci who was ordained and installed as Bishop of the Diocese of Manchester in 2011. Please refer to: [Bishop Libasci's CV](#) for his complete and distinguished curriculum vitae.

There are 282,745 registered Catholics in the Diocese of Manchester. The Diocese is comprised of 89 parishes and 13 missions, one ordinary (bishop), one auxiliary bishop, one abbot, three Bishops emeriti, one retired abbot, 226 priests, 48 deacons, 400 sisters, and 19 brothers. The most recent audited financial report for the 2014 is available on the Diocesan website at: [Diocese of Manchester NH 2015 Financials](#).

## **POSITION TITLE: Director Stewardship, Development and Communications**

### **POSITION DESCRIPTION:**

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Chancery helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

### **RESPONSIBILITIES:**

This staff position is responsible for the administration, supervision, and direction of all departments under the Secretariat for Stewardship, Development and Communications:

This position leads coordinated, integrated donor-focused efforts to raise the funds that enable the Catholic Church in New Hampshire—the Diocese, parishes, schools, and Bishop's Charitable Assistance Fund ("BCAF")—to do the work entrusted to it by the Lord. The Development and Communications Director: (1) provides fundraising leadership and service to the Bishop and his staff, clergy and parish leaders, school leaders, and BCAF leaders; (2) supports the Bishop in his role relative to development and strategic planning; and (3) plans and implements development policy formulation, donor stewardship, and parish offertory and capital campaigns.

This position provides a broad spectrum of communications support, advice and assistance for the Diocese, parishes, schools and other Diocesan organizations. This support includes public relations, media relations, website and social media, print media, direct mail, as well as serving as a central repository for information about the Diocese, parishes, churches, schools, facilities, staff and spiritual activity.

P.O. Box 967 • Ridgefield, CT 06877 • Tel. (203) 438-8475 • Fax (203) 438-9315  
[www.catholicrecruiter.com](http://www.catholicrecruiter.com)

"At once they left their nets  
and followed Him."

Matt 4:20



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## ESSENTIAL DUTIES:

1. Plan, design and implement, coordinate, and direct ongoing comprehensive marketing program which will motivate, educate and inform the Catholic community and the general public relative to the stewardship and financial needs of the diocese and the different ways in which they can assist the Diocese to meet those needs.
2. Coordinate the identification, cultivation, and motivation of potential major gift donors, both present and deferred.
3. Provide technical assistance, consultative service and/or referral information to pastors, principals, and directors of diocesan institutions and agencies regarding development issues, capital campaigns, increased giving and stewardship programs, foundation grant proposal assistance, and coordination of special collections throughout the Diocese.
4. Supervise and direct all departments of the Secretariat for Stewardship, Development and Communications, including, but not limited to, development, communications, and planning. Oversee the planning and organization of the Bishop's Charitable Assistance Fund special events and fund drive.
5. Hire, supervise, evaluate, counsel, discipline (as necessary), and provide developmental opportunities to supervisory and support staff of the secretariat.
6. Work with the Bishop to develop and articulate a vision for development that meets the financial needs of the Diocese of Manchester, the Bishops' Charitable Assistance Fund, and the parishes and schools of the Diocese.
7. Respond to the development and communications needs and inquiries of pastors, principals, and directors of diocesan programs, including but not limited to, providing advice and assistance with respect to fundraising initiatives, capital campaigns, offertory enhancement, and estate planning and communications efforts.
8. Assist with and advise the Bishop on diocesan, parish, and school planning matters.
9. Prepare and manage all budgets in the secretariat.
10. Collaborate and communicate with Catholic Charities on development initiatives.
11. Meet with the Bishop on a regular basis and advise him on the status of the secretariat activities and seek his advice on and/or approval of policies, practices, and programs of the secretariat.
12. As a member of the Cabinet Team, work with other Cabinet Secretaries to develop long-range plans, implement Diocesan-wide strategic initiatives and help guide overall administration of the diocese.
13. Serve as representative of the Bishop on an as-needed basis or whenever appropriate.
14. Develop and implement new policies, practices, procedures, and programs in support of the secretariat's mission.
15. Complete projects or assignments as directed by and in support of the Bishop of Manchester.



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## EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

1. Minimum of a Bachelor's Degree in business/management, marketing, communications, public relations; or an equivalent combination of education and experience with 5 years of management experience in a comparable position; or any equivalent combination of education and experience which demonstrates the knowledge, skills, and abilities to perform the functions of the position.
2. Broad experience and demonstrated success in development, fundraising and communications.
3. Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community.
4. General knowledge and understanding of Catholic teaching, theology, and practice.
5. Demonstrated skills in oral and written communication, conflict resolution, and leadership.
6. Strong interpersonal skills and ability to work collaboratively.
7. Demonstrated flexibility and ability to lead through change.
8. Ability to supervise and motivate personnel.
9. Ability to make decisions and manage multiple responsibilities simultaneously or multi-task.
10. Ability to work and travel throughout the State of New Hampshire during the day, in the evenings, and on weekends. Travel outside the State of New Hampshire occasionally required.
11. Proficient in the use of personal computers and electronic communications, including: Word, Outlook, and Internet programs (requirement details are found in a separate document and are under the direction of the Director of Information Services)

## BENEFITS:

This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

**COMPENSATION:** \$110-120K (Depending on Qualifications and Experience)

**EXPECTED TRAVEL:** 20-30 %; minimal overnight travel

**\*\*Deadline for Application Until filled**

**For consideration please email: Patrick Lynch, [Pat@CatholicRecruiter.com](mailto:Pat@CatholicRecruiter.com) with resume.**

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