



Roman Catholic Diocese of

*Providence*



# DIRECTOR OF STEWARDSHIP AND DEVELOPMENT

September 30, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## CLIENT BACKGROUND

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The Diocese of Providence has a rich History including the official creation of the diocese by Pope Pius IX in 1872. For the last fourteen years, Bishop Thomas Tobin (Bio) has led the Diocese which has the largest number of Catholics by percentage of population, of any state in the United States. The Diocese provides a great number of services to the marginalized peoples of all faiths and a Christ centered Catholic education in its schools and universities.

In order to sustain this outreach, the Diocese seeks the expertise of a fundraising professional who can manage the stewardship initiatives for the Diocese and its parishes, The position requires a devout Catholic who can articulate the missions of the Diocese and solicit support from a constituency of like-minded believers, Previous management of development functions at the Chancery and parish level is most desirable.

**Employer Corporation:** Catholic Charity Fund, Inc.

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

**Reports to:** Vicar for Planning and Financial Services

**Peers of this position:** Chief Financial Officer

**Subordinate of this position:** Major Gifts Officer; Director of Planned Giving and administrative staff

**Position Description:** Overall responsibility for the administration, coordination, direction and planning of all diocesan Stewardship and Development activities.

# Applicant Qualifications

- Plan, design, implement, coordinate and manage a comprehensive development programs consistent with diocesan objectives in order to secure the financial support necessary to carry out the ministry of the church in the Diocese of Providence. This development program shall include but not necessarily be limited to an annual appeal, planned giving and endowment program, a diocesan wide Stewardship education program, in addition to assistance and supervision for development activities at diocesan high schools, parishes and other diocesan institutions
- Coordinate all development activities and projects with other appropriate diocesan agencies, most notably the Catholic Charity fund appeal, the Catholic Foundation of Rhode Island, the offices of communications, research and planning, Catholic schools and Catholic high schools, and all the parishes and schools of the Diocese
- Plan, design, 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. The marketing program shall utilize but not be limited to such vehicles as websites, brochures, e- blasts, direct mail activities, articles and advertisements in local newspapers, the Rhode Island Catholic, PSA's and advertisements on radio and television, "Estate and Financial Planning Seminars", and other means for preparation of financial planning support of various diocesan ministries and services
- Plan, prepare and administer the agency budget
- Supervise, lead, train, and coach the staff of the Office of Stewardship and Development
- Advise the Bishop, the Vicar for Planning and Finance, and the appropriate advisory boards on all issues related to development
- Coordinate the identification, cultivation, and motivation of potential major gift donors, both present and deferred
- Secure major gifts, both present and deferred
- Work with professionals in the legal, planning, trust, investment insurance and marketing fields to involve them in the development activities of the Diocese
- 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
- Promote the development goals, objectives and policies of the Diocese, and undertake other development activities as directed by the Bishop and Vicar for Planning and Finance
- Provides oversight to the Shepherds of Hope fundraising campaign

# Knowledge, Skills, and Abilities

- Demonstrated ability to raise funds
- Demonstrated ability in planning and marketing
- Demonstrated ability to communicate successfully both verbally and in writing
- Have a working knowledge of the uses and applications of technology specific to the development industry
- Must have the ability to establish and maintain successful interpersonal relationships and supervise all levels of personnel
- Demonstrated ability to work successfully in a church- related environment and give witness to his/ her Catholic faith and lived commitment to stewardship principles

## Education, Training and/ or Experience:

- Minimum of ten years successful experience in all areas of development
- Minimum, Bachelor's Degree, Masters Preferred

## Special Requirements:

- Works in close collaboration with the Diocesan Finance Officer
- Works in close collaboration with the Pastor Oversight Committee of the Catholic Charity Appeal.

# Other

- Salary** ○ Commensurate with background, education and experience.
- Application Deadline** ○ December 15, 2019  
*(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

*Only those selected for an interview with the search committee will be contacted*

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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