



THE DIOCESE OF  
CORPUS CHRISTI



# DIRECTOR OF STEWARDSHIP AND DEVELOPMENT

October 1, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## ABOUT THE POSITION

The Director of Stewardship and Development for the Diocese of Corpus Christi will report to the Chief Financial Officer as a key member of the diocesan leadership team, and collaborate with the Bishop, Offices of the Diocese, parishes, schools, and affiliated Catholic organizations and missions to direct initiatives related to financial development while promoting an authentic spirit of Catholic Stewardship. This includes a Diocesan initiative of generating financial support for the diocese including the annual appeals, capital campaigns, endowment funds, and planned giving. The Director of Stewardship and Development is also responsible for the annual Bishop's Stewardship Appeal that supports the multiple ministries of faith in the Diocese of Corpus Christi.

**Reports to:** Chief Financial Officer

## JOB DUTIES AND RESPONSIBILITIES

### Strategic Management Responsibilities

- Provide executive leadership and supervision for the Office of Stewardship and Development.
- Develop and implement a comprehensive, five-year strategic Stewardship and Development Plan.
- Manage the Office of Stewardship and Development annual budget.
- Work closely with parish and school committees involved with stewardship and development initiatives.
- Participate regularly in continuing education related to fundraising, development, and stewardship to stay abreast of best practices, trends, and legal requirements.
- Build relationships with diocesan leaders, pastors, lay parish leaders, and current and prospective donors throughout the diocese.
- Implement strategies and individualized stewardship and development opportunities for diocesan leaders that nurture authentic Christ-centered relationships with prospects and donors.
- Identify and implement best practices, policies, and procedures for the Office of Stewardship and Development.
- Serve as chief development officer to assist the Superintendent of Catholic Schools.

### Key Financial Development Responsibilities

- Directly and personally engage with major gift prospects and donors with the goal of inviting them into a deeper relationship with Christ through their gifts of time, talent, and treasure.
- Establish a highly engaged network to cultivate new opportunities for financial support.
- Create individual opportunities that align donors' passions and priorities with diocesan initiatives.
- Secure financial support from individuals, foundations, and businesses.
- Collaborate with communications staff to execute an impactful digital fundraising strategy and information campaign.
- Manage the use of software to oversee gift acknowledgment, data entry, and processing.
- Participate actively in the diocesan stewardship and financial development efforts, including the annual Bishop's Stewardship Appeal, Bishop's Guild, the School Study Committee, and other groups as needed.
- Identify and provide support for parish development needs.

## Public Affairs Responsibilities

- In conjunction with the diocesan Communications Office, represent the diocese in public communications, presentations, and media interviews related to stewardship and financial development.
- Provide consistent and actionable information that strengthens relationships with diocesan donors, pastors and parish lay leaders, diocesan school parents and grandparents, and the community at large.
- Act as a resource to and foster communication with priests, parish lay leaders, and the parish communities regarding development strategies and donor engagement.
- As needed, assure that the diocese is engaged in the community at large by personally participating in public and professional meetings and events.

## Kenedy Foundation Grants

- Supervise the Administrative Assistant and Grants Coordinator setting priorities and ensuring all Kenedy Memorial Foundation policies are being followed.
- Develop strong relations with Kenedy Memorial Foundation.
- Maintain the Diocesan Kenedy Memorial Foundation Database of all grants awarded under the Diocesan umbrella.
- Communicate with Kenedy Memorial Foundation staff and learn and implement procedures for applications and status reports.
- Offer Kenedy Memorial Foundation grant application and status report training to all parishes, schools, departments and entities involved with the Diocese of Corpus Christi as needed.
- File applications and reports and prepare for archives storage.

- Education and Experience** ○ Bachelor or preferably Masters in Business or related field; Five to seven years of experience in an executive fundraising position.
- Travel** ○ Some travel to donors throughout the country.
- Salary** ○ Commensurate with background and experience. Comprehensive benefit program provided by the Diocese (details will be furnished to finalist candidates).
- Application Deadline** ○ December 1, 2021  
(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background is 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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