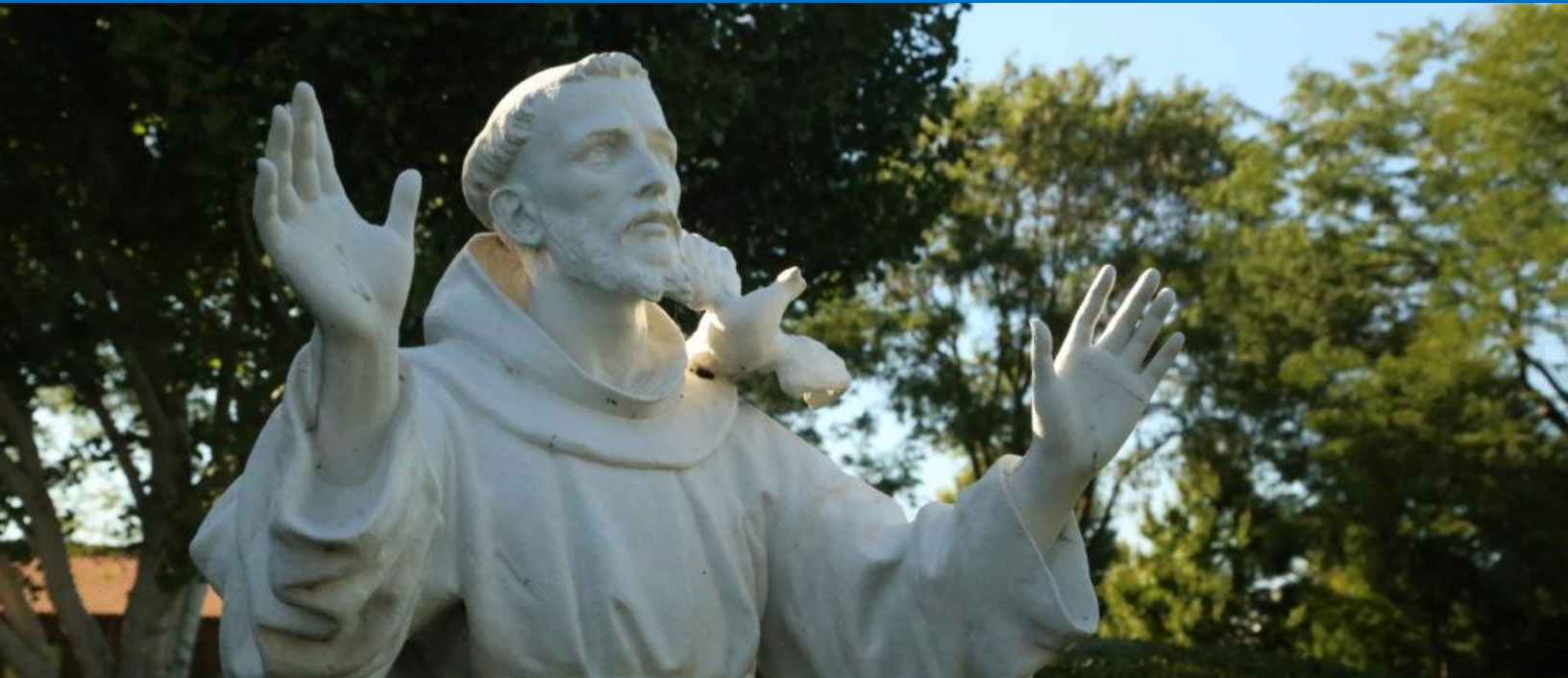




DIOCESE OF
KANSAS CITY-ST. JOSEPH



EXECUTIVE DIRECTOR – STEWARDSHIP AND DEVELOPMENT

January 30, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Roman Catholic Diocese of Kansas City-St. Joseph serves nearly 124,000 registered Catholics and is led by **Bishop James V. Johnston, Jr.**

The Diocese was founded on August 29, 1956, combining the Diocese of St. Joseph (founded March 3, 1868) and the Diocese of Kansas City (founded September 10, 1880).

The Diocese is comprised of 27 counties in the State of Missouri: Andrew, Atchison, Bates, Buchanan, Caldwell, Carroll, Cass, Clay, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Henry, Holt, Jackson, Johnson, Lafayette, Livingston, Mercer, Nodaway, Platte, Ray, St. Clair, Vernon, and Worth.

Position Summary:

The Diocese of Kansas City-St. Joseph, Missouri is seeking an Executive Director of Stewardship and Development who is responsible for planning and directing a comprehensive stewardship and development program for the Diocese.

This includes stewardship education on time, talent, and treasure; annual Diocesan/Bishop's appeal; annual fundraising activities, special events coordination, and long-term development efforts such as planned giving and corporate donor programs.

This position is full time based upon a work week of 40 hours.

Position Title: Executive Director – Stewardship and Development

Reports To: Moderator of the Curia

Essential Duties:

Administration

- Direct and manage department staff.
- Participate in board and committee meetings and provide information and reports to board/committee members as appropriate.
- Provide leadership and guidance for parishes and schools within the diocese in completing assessments and various campaigns.
- Oversee departmental budget and actual results.
- Oversee data analytics and regular reporting.
- Manage administrative duties related to acknowledgement letters, year-end tax letters, and all other development related duties.
- Serve as a member of the Board of Directors for the Bright Futures Fund, Catholic Community Foundation, and Education Endowment Fund.

Donor Relationships

- Cultivate and maintain relationships with major gift prospects.
- Build and maintain relationships with constituents throughout the diocese including pastors, donors, staff, and other professionals.

Fundraising

- Ensure optimal giving to all campaigns.
- Strategize long-term plans identifying fundraising initiatives, marketing, and appropriate contribution goals.
- Develop direct reports to plan, organize, and coordinate fundraising activities of the diocese, including appeals and special events.
- Ensure compliance with state and federal charitable requirements.
- Maintain metrics of grant proposals to coordinate with all development efforts.
- Attend social, community, and stewardship events to promote gift support of the Diocese.

Knowledge, Skills, & Abilities:

- Make timely, well-reasoned decisions.
- Use strong verbal and/or written communication skills to exchange information clearly and concisely and deliver concepts, opinions, and ideas in a professional manner.
- Earn others' trust and respect through consistent honesty and professionalism in all interactions.

- Build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.
- Handle multiple projects under time sensitive deadlines.
- Develop direct reports to grow and succeed through feedback, instruction, and encouragement.
- Maintain confidentiality with high standards of ethics and integrity.

Qualifications:

- Bachelor's degree in a closely related field or any equivalent combination of education and/or experience.
- Minimum 5 years' experience in development.
- Minimum 3 years' experience leading and developing a staff of three or more people.
- Proven experience in establishing, expanding, and maintaining strong relationships with external donors and internal team members.
- Intermediate to Advanced skill level using Microsoft Office Suite.
- Knowledge of fundraising recordkeeping and fundraising software preferred.
- Practicing Catholic with ethical standards, personal integrity, and conduct consistent with the morals and teachings of the Catholic Church; includes faithful obedience to the Magisterium.

Salary: The Diocese of Kansas City-St. Joseph offers a comprehensive benefits program, including medical, dental, and vision plans, STD/LTD fully paid by the employer, retirement plans including a 403b plan and a defined benefit pension plan. Paid time off includes generous Vacation and Sick leaves, plus paid Holidays.

Note: All employees are required to consent to a background check, commit to the Code of Conduct policy, and complete online and in-person trainings prior to hire.

Application Deadline: April 1, 2024
(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

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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