



# DIOCESE OF SCRANTON

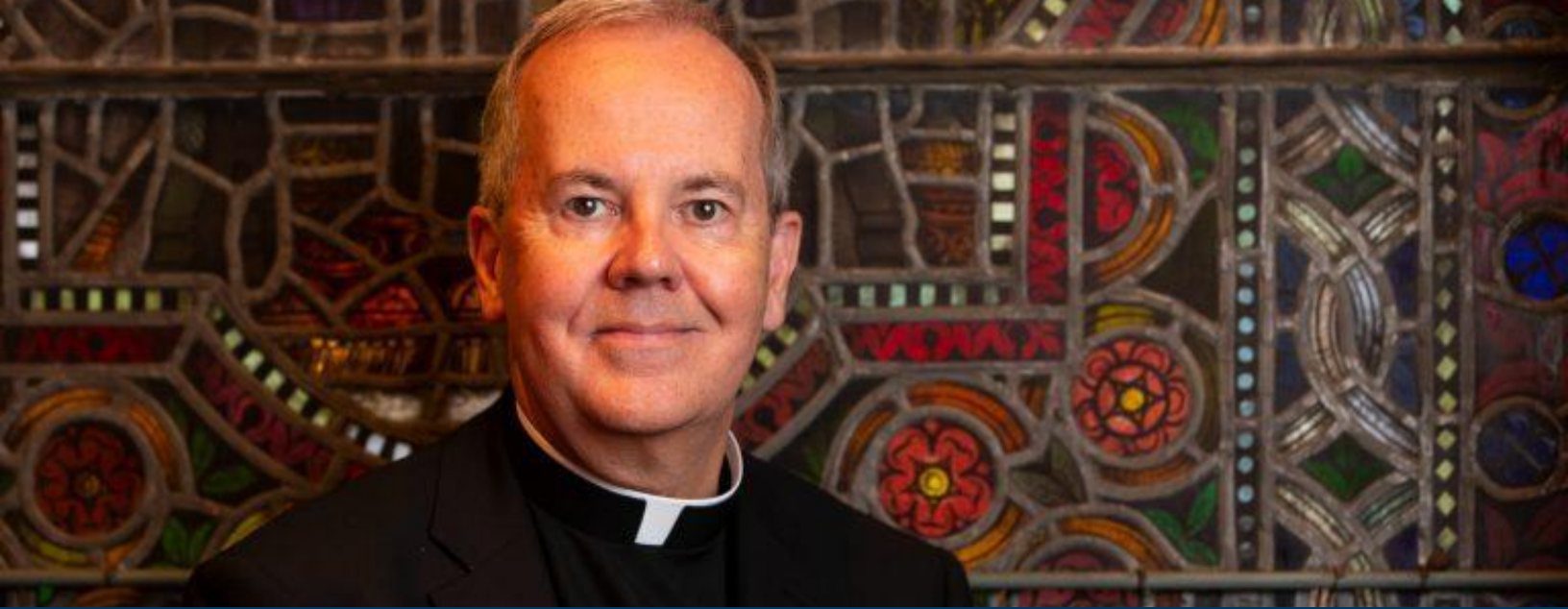


## DIOCESAN SECRETARY FOR DEVELOPMENT

| December 8, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**The Diocese of Scranton** was founded in 1868, and encompasses the counties of Bradford, Lackawanna, Luzerne, Lycoming, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, and Wyoming. The 112 parishes of the Diocese enjoy the membership of over 249,000 parishioners, and over 14,500 children from pre-school through high school attend our 19 schools. **Bishop Joseph Bambera** serves as the tenth Bishop of Scranton. He was appointed by Pope Benedict XVI, ordained, and installed as bishop in 2010.

### Job Summary/Description:

The Diocesan Secretary for Development is responsible for providing leadership, strategic direction, and coordination for diocesan development and fundraising efforts and initiatives, with a primary focus on the Diocesan Annual Appeal.

The Diocesan Secretary holds the primary responsibility for management of prospect research, major gifts, and grant writing, and oversees special/cultivation events that include the Bishop, donor recognition, and communication. The Diocesan Secretary recognizes stewardship as a core value of the Diocese and promotes it to all constituents. The Diocesan Secretary serves as the point person for all parishes/schools who are considering a capital campaign and counsels parishes, schools, and agencies in planning development activities and be an active part of all capital campaign requests of parishes.

**Position Title:** Diocesan Secretary for Development

**Reports To:** Vicar General

## Essential Functions:

- Fosters and encourages an understanding of the diocesan vision for development and manages/oversees implementation of development initiatives within the Diocese.
- Serves as a member of Curia and works with other senior staff to ensure a seamless approach to diocesan services and programs.
- Oversees, directs, fosters, and evaluates the work of the Diocesan Development Office staff.
- Manages the day-to-day operation of the Development Office, manages the Office budget, oversees revenues and expenditures, and maintains donor databases.
- Works in tandem with other Diocesan secretaries to oversee, direct, foster and evaluate all development and advancement efforts.
- With specific regard to the Annual Appeal, works directly with the Bishop, Vicar General, and Diocesan Secretary for Finance and other senior diocesan staff, as needed, to develop priorities and objectives for fund raising.
- Plans and coordinates all aspects of the campaign for the Diocesan Annual Appeal to ensure that the necessary resources and systems are in place to support the successful delivery of a major giving/funding campaign.
- Oversees event planning that enables the Bishop to interact with and express appreciation to major donors.
- Develops and maintains relationships with diocesan clergy in order to support the development efforts of local parish communities, including capital campaigns and increased offertory programs.
- Collaborates with Diocesan Communications entities, such as Catholic Television and *The Catholic Light* to provide presentations and news stories on events sponsored by the Office for Development and other events in the Diocese as appropriate.
- Leads goal setting process and evaluates program outcomes for all Diocesan grants, working in collaboration with the Director of Foundation Relations and Special Events.
- Creates an environment and events that will produce relationships, parishioner understanding of, and financial support for, the Bishop and his ministry throughout the Diocese.
- Assists parishes in establishing principles in administrative and pastoral initiatives.
- Connects parishes to regional, national, and international web resources, events, publications, etc. for sustaining stewardship as a way of life.
- Mentors, assesses, and supervises Office staff, database management, and budget accountability.
- Serves on diocesan boards, commissions, and advisory committees as directed and appropriate.
- Communicates regularly with the Regional Episcopal Vicars, deans, pastors, priests and deacons regarding diocesan programs and policies and maintains donor and

development databases for various parish personnel and volunteers to ensure communication with them as needed or requested.

- Represents the Diocese on the local, state, and national levels as needed and maintains membership in various organizations related to the responsibilities of the Office.
- Demonstrated knowledge of and commitment to servant leadership as set forth in the Bishop's Pastoral Vision for the Diocese.
- Demonstrated knowledge and commitment to the Catholic Church's mission, vision, and values.

## Qualifications:

- Ability to appropriately represent the Diocesan Bishop.
- Must be a practicing Catholic, possessing a respect for and commitment to the institutions and teachings of the Church.
- Bachelor's Degree with a minimum of 5 years of proven development experience at a management level.
- Possesses working knowledge of different forms and mechanisms of giving, including planned giving; and an ability to identify, cultivate, solicit, and inspire confidence among current donors and donor prospects.
- The ability to create and nurture a team approach to development and fundraising in a diocesan setting.
- Excellent written, interpersonal, and public communications skills, with the capacity to inspire trust in people from a wide variety of backgrounds, including clergy.
- Vision and ability to work with other Diocesan Secretaries to ensure a collaborative approach to diocesan services.
- Leadership and supervisory experience in a diocesan or other complex organizational environment.
- Capacity to relate to a wide variety of people of different ages, backgrounds, and cultures.
- Ability to maintain confidential information.
- Satisfactory background check and training in compliance with *The Charter for the Protection of Children and Young People* and related diocesan requirements.

**Salary:** Commensurate with background, education and experience.

**Application Deadline:** February 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](mailto:Brent@CatholicRecruiter.com)**

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

Search managed by:



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