



THE DIOCESE OF SPRINGFIELD, MASSACHUSETTS  
*serving berkshire, franklin, hampden & hampshire counties*



## EXECUTIVE DIRECTOR OF STEWARDSHIP AND DEVELOPMENT (CHIEF DEVELOPMENT OFFICER)

September 28, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Roman Catholic Diocese of Springfield in Massachusetts (<https://diospringfield.org>) serves nearly 164,799 registered Catholics and is led by Bishop William D. Byrne ([Bio](#)) in western Massachusetts. The Diocese was founded on June 14, 1870 and is comprised of 79 parishes and 7 missions. There are 136 Diocesan priests throughout the four western counties of Massachusetts (Berkshire, Franklin, Hampden and Hampshire), and 56 Order Priests.

The Diocese educates more than 2,500 students in 12 elementary schools and two high schools. There are also two Catholic colleges in the Diocese of Springfield. Mercy Medical Center, an affiliate of Trinity Healthcare, also operates in Springfield

On December 14, 2020 Bishop William D. Byrne, a priest of the Archdiocese of Washington, was ordained and installed as 10<sup>th</sup> Bishop of Springfield. He succeeded Archbishop Mitchell T. Rozanski who was named Archbishop of St. Louis. Most Reverend Bishop Emeritus Timothy A. McDonnell (8th Bishop of Springfield) continues to reside in the Diocese and takes part in the life of the Catholic community here.

**Position Title:** Executive Director of Stewardship and Development (Chief Development Officer)

**Department:** Development

**Reports To:** The Bishop and Board of the Catholic Foundation

**Direct Reports:** Director of Annual Campaign, development staff, volunteers and others, as needed

## Position Overview

- The Executive Director of Stewardship and Development is directly responsible for the various sources of revenue necessary to support the variety of missions and outreach of the Diocese of Springfield
- Creates innovative events and recognition programs which support the financial needs of the Diocese
- Oversees the execution of the Annual Catholic Appeal
- Works closely with the Foundation board to coordinate current fundraising with the longer-term support programs
- Develops a comprehensive list of major donors who can be solicited to support initiatives important to the future of the Diocese. Develops plans and systems to accommodate those donors who wish to create bequests, endowments and other legacy forms of giving
- Creates a strategic stewardship plan for the diocese which encourages a variety of ways to support Catholic education, charity and mission-based initiatives
- Manages the Development department, prepares the budget and oversees resource allocation
- Oversees gift acceptance and endowment spending policies established by the Foundation.
- Oversees diocesan allocation committee
- Consults with parishes, offering advice and counsel with respect to stewardship, training, offertory enhancement, capital campaigns and other development initiatives.
- Directs submission of proposals for grant requests from foundations and corporations.
- Keeps current on trends in philanthropy and tax legislation affecting charitable giving.
- Cultivates positive relationships with diocesan department chairs and ministry personnel, Pastors, parish staff, volunteers and parishioners.
- Identifies and maintains effective working relationships with related professionals such as attorneys, accountants, estate planners, trust officers, financial advisors, bankers, etc.

## Knowledge, Skills and Abilities

- Practicing Catholic committed to Mission and Teachings of the Catholic Church.
- Previous significant major gift experience. Rain maker
- Excellent verbal and written communication skills. Ability to represent the Bishop and the Diocese in a variety of high profile settings.
- Knowledge of fundraising software and previous use of Moves Management approach.
- Knowledge of planned giving strategies and how to seamlessly accommodate this type of donor.
- Strong planning orientation (strategic and operational).
- Ability to work within Chancery, with pastors and other diocesan staff.
- Commitment to collaboration and teamwork to the highest degree.
- Must be highly proficient with Microsoft Office Suite products and possess the ability to learn custom software programs.

Education, Training and  
Experience Minimum  
Requirements



Bachelor's Degree in Marketing, Finance or related

Application Deadline



December 1, 2021

*(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 cover letter and resume to:**

Brent Morton, VP  
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:

**CATHOLIC RECRUITER ASSOCIATES**

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