



DIRECTOR OF ADVANCEMENT AND STEWARDSHIP

February 19, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Holy Trinity Catholic parish is based in the nation's capital of Washington, D.C. It has served as the source of spiritual renewal for our country's leaders and for all who seek God's mercy.

We are a Jesuit parish that welcomes all to:

- Accompany One Another in Christ
- Celebrate God's Love
- Transform Lives

What makes Holy Trinity a Jesuit parish?

Holy Trinity embraces the four **Universal Apostolic Preferences** of the Society of Jesus, 2019-2029 (**missioned to the Society** by the Holy Father in 2019.)

1. To show the way to God through the **Spiritual Exercises** and discernment;
2. To walk with the poor, the outcasts of the world, those whose dignity has been violated, in a mission of reconciliation and justice;
3. To accompany young people in the creation of a hope-filled future;
4. To collaborate in the care of our Common Home.

Alongside our mission statement and vision, we use these preferences to “guide us in incarnating the mission of reconciliation and justice.”

Position Title: Director of Advancement and Stewardship

Reports To: Managing Director for Parish Operations

Supervisory Responsibility: Staff, Volunteers, and Contract Support personnel.

Position Summary:

The Director of Advancement and Stewardship leads Holy Trinity’s fundraising activities at both the Church and the School. Under the overall guidance of the pastor, she/he works to advance the mission, vision, and strategic plans of Holy Trinity Catholic Church, in collaboration with the development committee, under the rubric of Jesuit values of Ignatian Spirituality.

The position is responsible for broad and creative fundraising and relationship building. The position works with their development staff to establish a plan to promote the Annual Pledge, develop and promote planned gifts, and manage the tracking, acknowledgement, and reporting of all gifts. The director’s focus is on major gifts to the parish, including oversight and management of any Capital campaigns undertaken by the parish, while taking responsibility for the annual school and church fundraising efforts, as well as restricted gifts. The director works with the communications director to promote a life-giving generosity toward Holy Trinity and its ministries acknowledging all we have from God (Time, Talent, Treasure) is a gift, meant to be shared.

Essential Functions:

- **Capital Campaign:** Manages and oversees a major capital campaign in response to the priorities identified in the parish’s survey, strategic vision process and the campaign feasibility study. Identifies and seeks contributions from major donors and corporations. Personally engages and meets with top donors and prospects; arranges events, lunches, and other venues for the pastor. (Schedules strategic one-to-one visits with top donors and prospects, 2-5 per month.)

- **Annual giving:** With staff: design, prepare, and mail Annual Pledge and holiday giving campaigns, set goals for the campaigns, report progress to the development committee, and be held accountable for significantly increasing fundraising results.
- **Working with the school Principal:** oversee, support, and assist in school annual fund campaign, golf tournaments, and other annual and special fundraising activities of the school. Coordinate HSA fundraising with parish and school efforts.
- Develop, promote, and manage legacy, estate, and planned giving for Holy Trinity, including building up the [1792 Society](#).
- Work with ministry pastoral associates to promote and manage restricted gifts, grants, and other special fundraising efforts.
- Oversee and lead developmental data management, including accurate donor recognition and confidentiality, in harmony with other parish data management requirements.

Other Duties & Responsibilities:

- Manage the stewardship annual budget.
- Attend parish events, especially those with high donor prospect potential. Occasionally attend Sunday mass and gatherings. Serve as staff liaison to Annual Garden Party.
- Collaborate with PAPT and other colleagues on messaging, priorities, and special needs. Attend ministry events as appropriate.
- Provide monthly reports to the pastor, finance council, and development committee.
- The [1792 Society](#): Promote awareness of legacy giving to the parish, with at least one event yearly for members of the 1792 Society, the parish's planned giving recognition group.
- Support and assist in collections for the archdiocesan annual campaign and other "second" collection efforts.
- Establish and oversee development policies and procedures with the Pastor and managing director.
- Ensure donor wishes are upheld, and that all donor records and files are maintained and kept confidential.

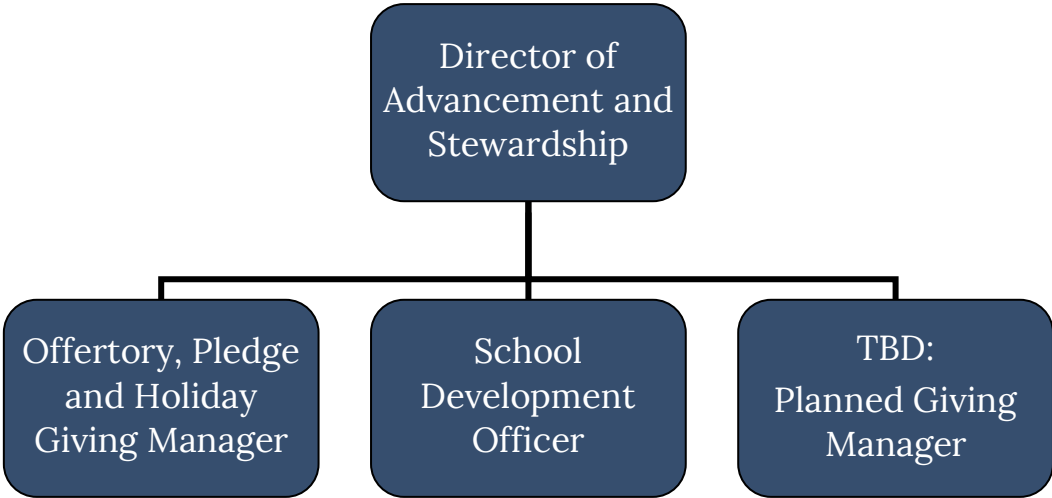
Qualifications:

- Bachelor's degree or equivalent combination of experience, training, and education is required; master's degree preferred.
- Documented successful solicitations of numerous major and principal gifts.
- Strong organizational, supervisory, and leadership capabilities.
- Ability to provide direction to a team of professionals with varying levels of expertise. Capacity to guide professional development for staff.

- Embodies values of caring, compassion, justice, integrity, competence, accountability, and affirmation.
- Demonstrated skills in strategic planning, budgeting, research, board development, donor relations, and staff management.
- Exemplary interpersonal, public speaking, and writing skills.
- Demonstrated ethic of accountability in the workplace. High level of initiative and excellent judgment.
- Must be an active practicing Roman Catholic, with demonstrated understanding of the teachings of the Catholic Church and an ability to represent a Catholic, Jesuit parish. (Previous work experience in a Catholic environment is a substantial advantage; an understanding of Ignatian Spirituality helpful.)
- High level of energy, initiative, and creativity.
- Willingness to work evenings and weekends.

Working Conditions:

- Full-time, with evening meetings and appointments as required.
- Some weekend work.



HT School Development Officer: Cultivates and solicits all school giving; supports campaign.

Annual Fund Manager: Manages day to day fundraising operations and database management for annual giving (offertory, pledge, holiday); supports campaign.

Planned Giving Manager: Cultivates and solicits all planned gifts (e.g. bequests, life insurance, etc.); supports campaign.

Salary: \$130,000-\$160,000 annually, depending on qualifications and experience.

Application Deadline: April 15, 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:



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