



## DIRECTOR OF DEVELOPMENT

June 10, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The [Diocese of St. Augustine](#), founded in 1870, is home to nearly 150,000 Catholics. On May 24<sup>th</sup>, 2022 Pope Francis appointed Father [Erik Pohlmeier](#) of the Diocese of Little Rock to succeed Bishop Felipe Estevez who is retiring after eleven years of good and faithful service to the faithful of the diocese.

**Position:** Director of Development

**Reports To:** Chief Financial Officer/Secretariat for Temporal Goods

### General Summary:

The Director of Stewardship & Development provides forward-thinking strategic leadership to successfully implement a comprehensive development program to support the mission of the Diocese of St. Augustine by actively seeking the financial resources and funding opportunities needed to support and advance the Church's pastoral programs and ministries. The Director's primary focus is on major gifts (80%) and leading the strategic direction for the Bishop's Annual Stewardship Appeal, grants, building effective relationships with donors, and ensuring ongoing guidance, education, resources, and leadership training to clergy and laity in the areas of charitable giving, fundraising, and stewardship. The Director supervises the personnel of the Stewardship and Development office.

## Duties and Responsibilities

- Plans, designs, implements, coordinates, and manages a three-year annual comprehensive development plan that describes the development mission of the diocese as well as goals and objectives for various development programs consistent with the Bishop's vision and diocesan objectives. This development program shall include but not necessarily be limited to major gifts, Bishop's Annual Stewardship Appeal, Planned Giving, and endowment program.
- Grows the individual major gifts program including identification, cultivation, and solicitation of major gifts; manages a portfolio of qualified major gift prospects; maintains current donors and builds on the individual donor base; and meets the diocese's major gift fundraising goals as established with his/her supervisor and the Episcopal Vicar of Finance and Development.
- Advises his/her supervisor, the Bishop, the Episcopal Vicar for Development & Finance, and the appropriate advisory boards on all issues related to development, while providing comprehensive, accurate, and timely status reports on performance, financial updates, goals, initiatives, and the success of the campaigns as well as building support for future strategy.
- Oversees all planning of donor appreciation events in coordination with the Bishop and Episcopal Vicar.
- Works cooperatively and diligently with professionals in the technology arena, legal, planning, trust, investment, and marketing fields to involve them in the development activities of the diocese to achieve successful outcomes.
- Serves the Bishop, priests, and all parishioners to enhance the expansion of resources necessary for the ministries of the Diocese of St. Augustine. Activities include building constituent relationships through various contacts and events.
- Provides consultative advice, support, materials, tools, publications, education/training to parishes and other diocesan institutions in Stewardship rooted in Baptism and Christian discipleship so that they can develop their own development, fundraising, and capital campaign initiatives, and increased giving and stewardship programs that are right for their own unique needs based on their available personnel and volunteers.
- Maintains a high degree of professionalism and credibility with the diocesan staff, department heads, clergy, the public, and all media through knowledge, forthrightness, and truthfulness, with a high focus on building effective and positive relationships.
- Performs other related duties as assigned.

## Knowledge, Skills, and Abilities

- Bachelor's Degree in Marketing, Communications, Public Relations, Business Administration or Non-Profit Administration or related field. Certified Fund-Raising Executive credential or equivalent preferred.
- Minimum of five years of progressive development experience overseeing successful fundraising programs; three or more years in stewardship education is a plus; experience of setting and administering departmental and campaign budgets within a large, complex

organization, preferably the Catholic Church, with some work at diocesan level; personal track record of integrity in fund raising and building successful development operations. Demonstrated ability to identify, cultivate, solicit, and steward individual donors, corporations and foundations.

- Familiarity and fluency with the use of technology and the ability to know how to team with others to creatively use technology in development and stewardship, marketing, media relations, and to continually stay abreast of how other organizations, particularly dioceses use of technology, marketing, and the media to communicate, reach donors, and allow for ease-of-donation/giving, etc.
- Candidate must be a practicing Roman Catholic possessing the ability to respect, promote, accommodate, and not conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith and must be a Catholic in good standing with the Church.
- Must have at least three (3) years of supervisory, management, and leadership experience; preferably in a Catholic environment. Must have a collaborative style; proven team builder with effective employee-relations skills. Proven ability to lead and motivate teams through recognition, participation, and delegation. A leadership style that is approachable, engaging, as well as results and action-oriented
- Pursues this ministry with energy, drive, and a need to produce results, especially in the face of resistance or setbacks. Must be flexible, self-confident, assertive, and persuasive.
- Required to have excellent presentation, verbal and written communication skills, skilled at public speaking. Ability to produce concise reports and recommendations, make presentations to varied groups, and articulate and inspire commitment to a shared vision.
- Must be a goal oriented and self-motivated individual who can demonstrate accountability, initiative, creativity and focus in a rapidly changing and intellectually stimulating environment. Must be able to organize and prioritize work, be proactive, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Ability to respect and value the cultural richness that makes up the Church and society and strives to celebrate commonalities and differences among various groups.
- Must be able to maintain confidential information, exercise good judgment and work independently as well as in a team environment; excellent supervisory and interpersonal skills is required.
- Exercises considerable independence and judgment with a high level of confidentiality.
- Must successfully pass the required criminal background check prior to employment and every five years.
- Proficient with information technology including Microsoft Office Suite, social media usage, web site contributor level should be proficient.
- Continues ongoing professional development.
- Previous experience managing a staff of 3-5.

## Certificates & Licenses

- Certified Fundraising Executive credential preferred
- Valid driver's license

**Benefits:** Commensurate with background and experience. Highly competitive and comprehensive benefits package. Details are available from Human Resources.

**Compensation:** \$90-120K (Depending on qualifications and experience)

**Application Deadline:** August 30, 2022

*(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 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:

**CATHOLIC RECRUITER ASSOCIATES**

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