



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Director of Stewardship and Development

Opening Date: November 22, 2017

Location of Job: St. Rose of Lima Catholic Church and St. Rose School

Location Address: 2727 NE 54th Avenue, Portland, Oregon 97213

Position: Full Time (40 hours)

Position Summary:

Works in a team with the Communications Director under the authority of the Pastor and Principal; drives campus-wide stewardship and development, strategic planning and oversight for fundraising. The Development Director will be dedicating 50% to the parish and 50% to the school.

Financial Development:

- Cultivates an understanding of the purpose and spirituality of giving and stewardship
- Directs efforts such as annual giving, estate and planned giving, grant writing, foundation giving, and preparation of case studies
- Cultivates donor relationships at all levels and works to raise the giving levels of all donors
- Researches prospects, establishes priorities for solicitation, contacts potential donors and secures ongoing financial support for the parish
- Oversees fundraising efforts at St. Rose School, including Annual Appeal, Auction, and volunteer leadership to take on fundraising
- Provides outstanding donor recognition and stewardship through maintaining a current database of donors and alumni
- Prepares accurate reports for donors, Archdiocese and government as necessary

Strategic Plan:

- Ensures the execution of the mission of St. Rose Church and School can be as effective as possible
- Direct the church and school Development Plan. The Stewardship and Development Director accomplishes this by establishing short (annual) and long (3-5 year) range goals and objectives for the Stewardship and Development office based on the parish/school long range plan. The Director assists the Pastor and other church/school leadership in developing the church and school long-range plan. The Director, along with the Communications Director, prepares and publishes a written case statement about the church and school which tells the story of Catholic education and also includes the church and school philosophy, values, mission, and public and community contributions
- Works with Pastor, Principal as well as church and school committees to plan for the long-term flourishing of St. Rose Church and School, including taking leadership on a capital campaign

Qualifications and Required Skills:

- A growing relationship with Jesus Christ and the Catholic Church and a passion for supporting the mission of St. Rose Church and School to care for souls by knowing, loving, and serving our God and Neighbor
- Ability to communicate effectively, including oral presentations and in writing. Position requires creativity, decision-making, interpersonal skills, use of discretion, development and increasing enhancement of teamwork culture at St. Rose. Negotiation, independent judgment/action, problem analysis, service orientation, and public relations to foster the Church's mission and church and school relations
- Bachelor's Degree and/or five to seven years of demonstrable work experience in Finance/Development
- Proficiently in Moves Management, communication, database software (such as Raiser's Edge or comparable) and computer skills with industry standard Microsoft Office and project management applications
- Desire to mentor and help others to flourish and develop their own leadership skills
- Thorough knowledge of the principles and practices of fund development (major/planned giving), with ability to organize, create and implement development efforts. Former capital campaign experience preferred
- Knowledge of church organizational and operational procedures is required
- Must be able to handle multiple projects/priorities

- The Director must also be creative and resourceful in an organization that has an infinite amount of needs and finite amount of financial resources.
- Meets and maintains all Archdiocesan requirement for Safe Environment Standards.

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Please send resume and cover letter to dcooper@strosepdx.org to apply.