

# STEWARDSHIP & DEVELOPMENT OFFICER



Being our Stewardship & Development Officer isn't just for anyone. It's for the professional looking for something else, something . . . more. Remember how proud you were when you landed that great job? Before you started watching the clock? Sure, your work's o.k., your colleagues are pretty nice, and the coffee's good. But you're keeping your eyes on other job opportunities. You're still very ambitious. But you want new energy, in yourself, your colleagues, and in your organization.

That's great, especially if you're an aspiring development professional and want to radically alter the way Catholicism is perceived and received in western Oregon. Because that's what we're looking for: the right person who gets excited about witnessing to the Gospel of Jesus Christ, is motivated to share His love and hope with the world, and who sees the opportunity to maximize others' potential as more than a mere job, for you it's a calling to the most meaningful work imaginable.

The Archdiocese of Portland in Oregon fosters an environment of continuous learners, and we take pride in our employee's eagerness to refine their skills and continually grow as professionals, and as followers of Christ.

## PURPOSE:

The Stewardship & Development Officer position offers an important opportunity to give form and direction to the overall development process of the Archdiocese. You'll articulate a compelling vision, create and present a persuasive case for support, and secure with various audiences the financial resources necessary to ensure the vitality of the Archdiocese. You'll be concerned with the growth of the Archdiocese; including with staff, donors and other stakeholders, budget, assets, and all other Archdiocesan resources, to help make the best use of them and maximize the Archdiocese's revenue, and profile.

## YOUR RESPONSIBILITIES:

- 1) Oversee and manage Archdiocese of Portland fundraising strategy, development, and execution through best-in-class planning, organizing, staffing, leading, and controlling activities.
- 2) Develop numerous efficient and compelling opportunities for donors to contribute their support, and make those experiences gratifying and rewarding for the donors.
- 3) Act as the primary relationship manager for a portfolio of principal and major gift donors and prospects located throughout western Oregon, overseeing the entire donor engagement and moves process.

## THE SKILLS YOU'LL NEED:

- 1) Be an energetic, results-driven, and growth-oriented leader who thrives using an entrepreneurial mindset.
- 2) Be a passionate and capable communicator of the mission and vision of the Archbishop and the Archdiocese, motivating and inspiring trust and confidence.
- 3) Have a broad operational understanding of the various roles, functions, and responsibilities of the different units that constitute a successful Development team, and be an effective manager of people, ideas, and tasks.
- 4) Be comfortable with technology, and have a high capacity for data-driven, analytic decision-making.
- 5) Have unwavering commitment to transparency in accounting for and reporting the impact of donor contributions.