

STEWARDSHIP AND DEVELOPMENT DIRECTOR
St. Robert Bellarmine Parish/St. Isidore's Catholic Student Center
Manhattan, Kansas

POSITION SUMMARY:

The Stewardship and Development Director is responsible for planning, organizing, and directing all of St. Robert Bellarmine Parish and St. Isidore's Catholic Student Center (Catholic Student Center) fundraising including the major gifts program; annual fund; planned giving; special events, and capital campaigns. The Director works closely with the Pastor and various committees at the Pastor's direction.

QUALIFICATIONS:

- ❖ A passion for the mission of the Catholic Student Center.
- ❖ Strong interpersonal and writing skills, as well as persuasive and engaging communication skills.
- ❖ Knowledge and experience in fund raising techniques, particularly major gift fundraising.
- ❖ Interpersonal relationship skills to work with and motivate staff, committee members and other volunteers.
- ❖ Be a self-starter and goal-driven by initiating donor visits and fundraising projects.
- ❖ Possess exemplary organization and follow through skills combined with strong detail orientation.
- ❖ Display a positive professional attitude, empathy for the community, self-confidence, common sense and good listening ability.
- ❖ A bachelor's degree as a minimum education level.

JOB RESPONSIBILITIES:

- ❖ Meet prospective donors and supporters on a regular basis to establish effective communications with them.
- ❖ Grow a major gifts program including identification, cultivation, solicitation and stewardship of major donors.
- ❖ Oversee grant seeking including research, proposal writing, and reporting requirements.
- ❖ Build the planned giving program with a focus on deferred gifts such as bequest expectancies.
- ❖ Direct the annual fund program, including mailings and annual fundraising drives.
- ❖ Direct capital campaigns and other major fundraising drives including special events.
- ❖ Work closely with the Pastor, and appropriate individuals in the organization.
- ❖ Make public appearances to share information about the Catholic Student Center with the community.
- ❖ Organize and oversee all stewardship/development committee meetings.
- ❖ Oversee the fundraising database, tracking systems and publications to support activities.
- ❖ Supervise and collaborate with other fundraising staff and volunteer.
- ❖ Create and maintain appropriate gift recognition programs.
- ❖ Perform other related duties as requested.

APPLICATION PROCESS:

Salary and benefits will be commensurate with experience and qualifications. If interested, please email a resume to Fr. Michael Demkovich, O.P at St. Isidore's Catholic Student Center: development@stisidores.com.