



The Roman Catholic Diocese of Peterborough

**Monday August 19, 2024**

### **Job Opening for a Stewardship and Development Coordinator**

The Stewardship and Development Coordinator provides resources to the Bishop, parishes, individual Catholics and the Diocese.

The successful candidate will report to the Bishop of Peterborough and will work closely with Clergy, Lay Staff, Councils, and Committees of the Diocese to develop, execute and support programs. Must have an affinity with, and passion for, the overall mission of the Diocese.

The Stewardship and Development Coordinator position is a full time, salaried position, on site at the Diocesan Pastoral Centre in Peterborough, ON. Weekly hours are 9:00 a.m. to 4:30 p.m. for a 32.5-hour work week, with occasional evening and weekend hours required. Annual salary pay grid is between \$51,032 - \$62,370 based on level of professional experience and education.

This opportunity will be of interest to you if you have a Baccalaureate degree or higher, thorough knowledge of fund-raising principles, knowledge of the Catholic Church and Community or an equivalent combination of education and experience.

Thank you for your interest in our opportunity. Please send your resume to [DebMcRae@peterboroughdiocese.org](mailto:DebMcRae@peterboroughdiocese.org). Candidates' submission deadline is Tuesday September 3<sup>rd</sup>, 2024 at 12:00 pm. We thank all those that apply but only those selected for an interview will be contacted.



## Roman Catholic Diocese of Peterborough

### **Position Title: Stewardship and Development Coordinator**

**Supervisor: Bishop**

Stewardship and Development Office. The mission of the Stewardship and Development Office is focused on three areas:

Parishes: Serve Parishes and their pastors and lay leaders by advising on best practices for stewardship and fundraising for both current and future needs.

Individual Catholics: Assist individuals who love the Church and want to use their financial resources as gifts from God to help accomplish the Church's mission.

Diocese: Assist the Bishop and those who work with him by helping raise the funds necessary for key pastoral priorities within the Diocese.

### **POSTION SUMMARY:**

The Stewardship and Development Coordinator reports directly to the Bishop and is responsible for to serve the Diocese, its parishes, and ministries by cultivating and growing the resources and promoting habits of good stewardship and communication among the Diocese, parishioners, and parish leadership. The Stewardship and Development Coordinator is primarily responsible for fostering financial stewardship, cultivating relationships with benefactors, inspiring confidence in potential benefactors, effectively carrying out campaign fundraising, and working with the Diocese, pastor, staff, and volunteers to improve the overall financial situation of the Diocese, its parishes and ministries through improved communications and processes.

### **Duties & Responsibilities**

#### **Stewardship**

- Develop and implement programs to encourage stewardship within parishes, focusing on time, talent, and treasure.
- Provide training and resources to parish leaders and committees on stewardship principles and best practices.
- Assist parishes in planning and executing annual stewardship campaigns and other fundraising efforts.
- Develop and distribute stewardship materials, including newsletters, brochures, and digital content.
- Serve as the primary point of contact for parishes on stewardship-related matters, offering ongoing support and guidance.

- Organize diocesan-wide stewardship events, workshops, and seminars to foster a culture of giving.
- Track and report on the effectiveness of stewardship programs, providing insights and recommendations for improvement.
- Create and curate educational materials on Catholic stewardship, ensuring alignment with diocesan goals and teachings.

### **Development**

- Develop and maintain a three-year plan for the development program which is updated annually with a key focus on planning giving.
- In support of the diocese, manage annual giving campaigns, capital campaigns, and other special fundraising efforts, ensuring effective execution and donor engagement.
- Provide training, resources, and collaboration for parish-specific campaigns (e.g. offertory enhancement/annual fund, capital campaigns, etc.).
- Identify, cultivate, solicit, and close gifts. Maintain an active pool of prospective benefactors who can support the Diocesan mission.
- Maintain accurate records of donor information, contributions, and campaign performance, using a donor management system.
- Conduct face-to-face visits with potential benefactors in the form of Discovery, Cultivation, Solicitation or Stewardship meetings.
- Assist in scheduling, coordination, and follow-up of face-to-face visits for the Bishop, Diocesan Management Team, Pastors and other staff and volunteers as appropriate.
- Implement and maintain systems to recognize and thank donors, fostering a sense of appreciation and community involvement.
- Prepare regular reports on fundraising activities, outcomes, and donor engagement metrics for diocesan leadership.
- Organize and coordinate fundraising events, including logistics, promotion, and donor outreach.
- Develop promotional materials and communication strategies to support fundraising initiatives, including newsletters, social media, and direct mail.
- Collaborate with the Office of Communications to manage online and social media content relevant to the Stewardship and Development Office.
- Direct the organization and management of the comprehensive development program through the supervision of volunteers and development staff.
- Collaborate with parishes in best practices in fundraising strategies and techniques.
- Perform additional duties as assigned by the Bishop to include special projects to assist in the overall fund-raising efforts.
- Research and provide funding and grant opportunities and application assistance.
- Other duties as required/assigned.

**Qualifications:**

- Knowledge of the Catholic Church and Community.
- Understanding of stewardship and philanthropy as a core value in the Catholic community.
- Baccalaureate degree or higher.
- Three (3) years' demonstrated success and experience in managing a fund development program or equivalent experience.
- Knowledge of fund-raising principles.
- Enthusiasm and excellent people skills are essential.
- The successful candidate must have the flexibility to handle the needs of this office and be attentive to the special needs of benefactors.
- Excellent written and verbal communication skills.
- Ability to organize and prioritize tasks and to lead and motivate others, especially volunteers.
- Thoroughness in planning and implementing work, including goals, budget, timetables, and action steps to achieve objectives.
- Experience and competency using fundraising database systems.
- Ability to work effectively with the Bishop, Diocesan Management Team, Pastors, other staff members, parishioners, and volunteers.
- Affinity with, and passion for, the overall mission of the Diocese.

*In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Diocese of Peterborough provides reasonable accommodation to individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with their supervisor and the Human Resources Department.*

**This Job Description accurately reflects the occupation of the *Stewardship and Development Coordinator* currently practiced at the Diocese of Peterborough**

\_\_\_\_\_  
Bishop of Peterborough

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date