

Associate Director of Development and Stewardship



THE ARCHDIOCESE OF GALVESTON-HOUSTON

DECEMBER 2024

Search conducted by:

 **EMA Partners**



TRINITY EXECUTIVE PARTNERSHIP

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The **Archdiocese of Galveston-Houston**, led by Daniel Cardinal DiNardo, is a multicultural Church with active members from every continent of the world. The Church prays and celebrates in over 14 languages in 146 parishes, and participates in activities of social justice, supports the good works of persons in other countries, and prepares its children and young people to be responsible members of the community— doing all this in the name of the Lord, Jesus Christ.

Today, more than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it the diocese with the largest population in the state of Texas and the 5th largest in the United States.



Fundraising is an integral role within the Archdiocese; it is a means by which our faith community is made aware of and is encouraged to support the vision and mission of the Church and this archdiocese.

For more information please visit:

<https://www.archgh.org/>

KEY ROLES & RESPONSIBILITIES



The **Associate Director of Development and Stewardship (ADDS)** is a full-time, exempt position. The ADDS works closely with the Development Office Director and other Associate Directors to create and implement the development and stewardship plan for the archdiocese. The primary responsibility of this position is the creation and management of a dynamic Annual Appeal (Diocesan Services Fund), and the cultivation of long-lasting relationships with major donors, supporters, lay leaders, priests and prospects to ensure the financial stability of the local Church. The ADDS is responsible for timely and accurate reporting, constituent stewardship, and prospect analysis necessary to plan and implement donor engagement in the archdiocese and for the creation of donor impact articles and overall campaign marketing. The ADDS will oversee the advancement efforts of St. Mary's Seminary and participate in all Development and Stewardship Department activities and will also participate in visioning and goal setting for the Development Department.

The ADDS must be self-directed, highly collaborative and effective in running a large scale campaign and closing major gifts and possess the ability to communicate effectively and build consensus in working with others or on committees.

The ADDS is required to convey the Church's message and to assist in carrying out the Church's mission. All archdiocesan employees are required to uphold the standards of the Catholic Church in his/her day-to-day work and personal life and are expected to be persons of integrity and must conduct themselves in an honest and open way, free from deception or corruption, and in a manner consistent with the discipline and teachings of the Catholic Church. Personnel are expected to follow rules of conduct that will protect the interests and safety of all, including the standards and policies set forth in the Archdiocesan Ethical and Personal Conduct Policy and other Archdiocesan Policies and Guidelines.

The essential duties and responsibilities include, but are not limited to:

- Designs and oversees the annual diocesan campaign producing compelling Appeal collateral materials and reports
- Establishes print and electronic marketing plan for the campaign which include monthly ministry spotlight, social media outreach and year-end giving blasts
- Develop cultivation opportunities and tailored solicitation strategies for different segments of the donor base
- Establishes strategies to engage major gifts (\$5,000 and up), to renew current donors and re-engage donors lapsed for three or more years
- Is a resource for parishes and ministries for campaigns, offertory and grant writing
- Establishes an annual advancement plan for St. Mary's Seminary and implements that plan
- Assists in prospect research and updates prospects in established and new campaigns
- Special projects as needed
- Other duties as assigned by Director of Development and Stewardship

QUALIFICATIONS

Required:

- Extensive knowledge and familiarity with the Catholic Faith
- Thorough knowledge of the principles of Catholic Stewardship as set forth in *Stewardship: A Disciple's Response*
- Undergraduate degree from an accredited university
- 3-5 years Stewardship, Development, Public Relations, Communications or related work experience
- Knowledge of fundraising principles and techniques, especially in relation to annual appeals and major gifts
- Working knowledge of software including Microsoft Office, Raiser's Edge and Canva
- Effective time-management and ability to meet deadlines
- Strong interpersonal and exceptional communication and organization skills, ability to prioritize as well as be able to multi-task and arrange ongoing projects
- Occasional early morning/evening/weekend work required
- Valid driver's license
- Ability to lift/carry 25 pounds

Preferred:

- Bilingual English/Spanish
- Knowledge of the Catholic Community

Work Environment:

- All employees of the Archdiocese of Galveston-Houston and affiliated entities are engaged in ministry and closely tied to the archbishop in the exercise of his ministry and obligations to the Church
- Will be exposed to religious ceremonies, conduct and speech including Catholic Christian prayer and liturgical celebrations
- Will be required to adhere to established dress codes and conduct standards
- May be required to use personal or archdiocesan vehicle to drive to parishes or other off-site locations

The Archdiocese of Galveston-Houston has engaged EMA Partners/Trinity Executive Partnership to facilitate this search.

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Interested and qualified candidates should submit a cover letter and resume to:

info@trinityexecutivepartnership.com