

Associate Director of Development and Stewardship — Catholic Schools



THE ARCHDIOCESE OF GALVESTON-HOUSTON

OCTOBER 2024

Search conducted by:

 **EMA Partners**



TRINITY EXECUTIVE PARTNERSHIP

Your Catholic Connection for Executive Search

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.



The **Catholic Schools of the Archdiocese of Galveston-Houston** has a long tradition of promoting excellence in academics, encouraging spiritual growth, and assisting in the formation of students in mind, heart, and spirit. They serve more than 17,000 students across 12 high schools and 45 elementary schools, including the eight C.R.O.S.S. Academies (Christ's Reflection of Service Schools) that offer a quality Catholic education to students in historically underserved areas in the Archdiocese. These schools receive additional operational support from *The Cardinal's Circle*, generous donors and other Archdiocesan funding to make Catholic education available to more students each year.



For more information please visit:

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

<https://choosecatholicschools.org/>

KEY ROLES & RESPONSIBILITIES



The **Associate Director of Development and Stewardship – Catholic Schools (“ADDS-CS”)** is a full-time, exempt position. The ADDS-CS works closely with the Development Office Director and other Associate Directors but with self-direction and initiative. The ADDS-CS cultivates and strengthens relationships with donors, community and corporate supporters, priests, lay leaders and prospects to ensure the Archdiocese Catholic Schools have the financial resources necessary to make a Catholic education accessible to as many families as possible. The ADDS-CS collaborates with the Catholic Schools Office, Pastors and Principals and the Development Department, as well as local school development directors, to identify the funding priorities that enable the archdiocesan Catholic schools to advance the faith-based and academic mission of Catholic education. The development team is highly collaborative, and there will be times when the Development Director will have the ADDS-CS assist with other development office projects. The ADDS-CS is based at the downtown Chancery Offices of the Archdiocese of Galveston-Houston.

The ADDS-CS must be self-directed, collaborative and effective in both raising funds and coaching local school development directors. The ADDS-CS must personally convey the Church’s message and carry out the Church’s mission, especially the objective of welcoming students into the life and teachings of the Church.

All archdiocesan employees 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 Code of Conduct and other Archdiocesan Policies and Guidelines.

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

- Create and implement a comprehensive school advancement plan for the Catholic schools in the network of archdiocesan schools
- Cultivate and strengthen relationships with donors, priests, religious, lay staff and school volunteer leaders
- Expand membership of *The Cardinal’s Circle* giving society in support of the C.R.O.S.S. Academies
- Assist C.R.O.S.S. Academies with the creation of annual Advancement plans
- Plan and coordinate the annual *Pattern of Hope* luncheon
- Serve as an archdiocesan resource to pastors, principals and school staff, providing consultation on best practices in school advancement
- Oversee grant submissions for school projects and tuition assistance
- Maintain the *Tools for Schools* Development and Advancement resources page
- Coordinate ads and articles sharing the good news in Catholic education for the Texas Catholic Herald
- Conduct regular advancement and development trainings for schools
- Cultivate and steward a portfolio of donors
- Draft communications and create materials as needed for appeals and events of the Development Department
- Provide on-site oversight of Development campaign functions, events and activities
- Play an active role in donor stewardship communicating directly with donors
- Provide reports and updates on school advancement activities
- Solicit money and in-kind gifts from assigned prospects
- Other tasks as assigned by the Director of Development

QUALIFICATIONS

Required:

- Extensive knowledge and familiarity with the Catholic Faith and the mission of Catholic Education
- 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, as well as successful experience in working with volunteers and donors
- 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
- Valid driver's license
- Ability to lift/carry 25 pounds
- Ability to work occasional evenings, weekends and holidays as required

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.

Richard Sbarbaro
Managing Partner
EMA Partners Chicago/TEP
(708) 531-0100

Marie Guillot
Managing Partner
EMA Partners Houston/TEP
(713) 498-7693

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

info@trinityexecutivepartnership.com