

Roman Catholic Diocese of Albany

Position Description

Section I

Title: Executive Director
Wage Classification: Exempt
Supervisor: Bishop or designee

Department: Stewardship & Development
Status: Full-time

Section II

Summary Position Statement: The Executive Director of the Stewardship & Development Office is responsible for overall stewardship education and fund development for the Diocese; educating parishioners and donors on the needs of the diocese; and developing new time, talent and financial resources to meet present and future needs of the Albany Diocese and its parishes and other entities.

Section III

Essential Functions/Roles & Responsibilities of the Position:

- Promoting stewardship as a way of life by planning, organizing and staffing stewardship outreach with a focus on education and training at the parish and Diocesan levels.
- Ensuring that the theology of stewardship is integrated into all development efforts.
- Inspiring and leading a competent staff team.
- Managing the following fund development efforts:
 - Parish Stewardship Programs: Support the annual parishes' offertory effort with materials, training and education.
 - Bishop's Annual Appeal: Actively promote and manage the annual fund-raising appeal in parishes throughout the diocese.
 - Diocesan Foundation: Increase the assets and oversee the growth and development of the existing diocesan foundation.
 - Major Donors: Identify and develop major contributors to all fund appeal efforts.
 - Planned Giving: Promote planned giving opportunities for donors for all church related entities in the Diocese.
 - Cathedral Restoration: Provide counsel and support in the ongoing restoration of the diocesan Cathedral.
 - Capital Fund Development: Provide support and/or consultation for parish capital campaigns.

Section IV

Other Duties & Responsibilities:

- Responsible for parish, school and agency support by establishing links with these entities so that the Development & Stewardship Office is a resource to all.
- Coordinate development activities in the diocese so that each entity achieves maximum results without hurting the efforts of another entity (e.g. avoiding conflicting grant requests and scheduled fundraising activities and functions).
- Responsible for regular and on-going communication with pastors and parish leaders for the promotion of stewardship education and accountability for development efforts.
- Hire, direct, supervise, evaluate and terminate Development & Stewardship Office staff.
- Select and oversee work performed by consultants and vendors.
- Develop and manage the Development & Stewardship Office budget.
- Serve on boards and committees within the diocese and when appropriate represent the Albany Diocese to national and local organizations and forums.
- Counsel and supervise the development staff of Catholic Charities and Catholic Schools.
- Coordinate and promote all USCCB and other diocesan-wide special collections
- Other duties as assigned.

Section V

Position Requirements:

Education: Bachelor's degree in public relations, communications, marketing, business or related area.

Experience: Minimum of five years' experience as a stewardship and development professional with demonstrated success in fundraising.

Knowledge, Skills & Abilities: Demonstrated ability to articulate the philosophy and objectives of the Catholic Church, including the theology of stewardship. Certified Fund Raising Executive (CFRE) credential or equivalent preferred.

Proven leadership, managerial and planning abilities. Working knowledge of budgetary practices and procedures with the ability to prepare, manage and monitor budgets.

Ability to recruit, train, discipline and evaluate staff. Experience in supporting, motivating and guiding employees to achieve their position responsibilities and to meet performance expectations. Willingness and ability to delegate responsibilities to support staff. Skilled at listening to and considering opinions, issues and alternatives and facilitating discussions to conclusions. Excellent written, public speaking and interpersonal communications skills. Commitment to work with leadership of Catholic Schools and Catholic Charities offices.

Physical Requirements: Ability to move about in an office setting; ability to meet the physical demands of travel to the various facilities and parishes of the Diocese. Ability to operate general office equipment. Must have the ability to communicate orally, both in person and over the telephone.

Working Conditions: Office is located at the Diocese of Albany; work may be performed in a variety of settings; evening and weekend meetings and events should be expected.

Travel Requirements: Must be able to drive as occasional use of personal vehicle for transportation between various facilities and parishes within the Albany Diocese is required.

Section VI

Core Values:

- Respect and support of the Catholic Church and its teachings and traditions.
- Understanding and adherence to the Association of Fundraising Professionals' (AFP) code of Ethical Principles and Standards of Professional Practice.
- Understanding and adherence to the Association of Fundraising Professionals' (AFP) Donor Bill of Rights.

Disclaimer:

This Position Description reflects the Albany Diocese's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Position Description and understand the essential functions and qualifications of the job.

Signature: _____ Date: _____