



## ***DIOCESE OF JOLIET***

### ***JOB DESCRIPTION***

<b><u>TITLE</u></b>	Manager of Ministry Appeals & Parish Stewardship Programs
<b><u>AGENCY</u></b>	<b>Development</b>
<b><u>SUPERVISOR</u></b>	Chief Development Officer

#### **JOB SUMMARY**

Working directly with the Chief Development Officer, the Manager of Ministry Appeals & Parish Stewardship Programs is responsible for the organization, development, implementation and management of the Catholic Ministries Annual Appeal. The Manager is also responsible for the Diocese of Joliet Parish Stewardship Program.

#### **DUTIES & RESPONSIBILITIES**

##### **Annual Catholic Ministry Appeal**

- Working directly with the Chief Development Officer, the Manager is responsible for the organization, development, implementation and management of the Catholic Ministries Annual Appeal.
- Develops strategic plan and design of the Annual Appeal including, but not limited to, draft and setting of overall and parish goals, thematic campaign brand and messaging, design, writing and production of print and electronic communication materials and strategies, setting timelines, budgets, staff responsibilities, gift recording, reporting and acknowledgement, evaluation and assessment procedures, etc.
- Provides weekly on-line reports, encouragement, congratulations, nudges, and recommendations to all Pastors and designated parish leaders throughout the campaign.
- Provides daily campaign updates to the Chief Development Officer.
- Designs and manages all special events related to the campaign; giving societies, etc.
- Oversees and manages team responsible for gift receipting, reporting, acknowledgement and stewardship of all gifts.
- Identifies, records and provides recommendations regarding opportunities for significant gift upgrades to the Chief Development Officer.
- Performs other duties as assigned.

##### **Parish Stewardship Program**

- Prepares and provides the Diocese of Joliet Parish Stewardship Program “Thank You God” educational program, training, training manuals, support materials, and support assistance to all Parishes within the Diocese of Joliet.
- Hosts educational sessions within regional groupings to introduce and help Pastors, Parish Councils, Parish Development Directors and Business Managers understand and implement the Diocesan Parish Stewardship Program.
- Provides occasional on-site consulting services to parishes regarding the implementation and evaluation of the Parish Stewardship Program.
- Continually looks for opportunities and ways the Diocesan Development Office can provide support and service to the parishes as well as to seek economies of scale in purchasing and other related common activities.
- Advocates for the Annual Catholic Ministry Appeal while serving the Parishes through the Stewardship Program.
- Performs other duties as assigned.

## **QUALIFICATIONS**

Must have a Bachelor's degree in a related field, and further training in Church related development and stewardship programs. Must also have a minimum of five years of successful, demonstrable relevant fundraising management experience along with excellent verbal, written, and interpersonal communication skills. The candidate must be self-motivated and a Roman Catholic in good standing, along with a demonstrated commitment and active participation in the work of the Catholic Church.

## **WORKING CONDITIONS**

This is a full time position with benefits. This position requires significant travel throughout the Diocese of Joliet that entails considerable evening and weekend activity. Flexibility of schedule and reliable transportation is required.

Interested applicants **possessing the necessary qualifications** should email cover letter and resume to:

[nsiemers@dioceseofjoliet.org](mailto:nsiemers@dioceseofjoliet.org)  
**Office of Human Resources**  
[Nancy Siemers](#), Director  
[St. Charles Borromeo Pastoral Center](#)  
402 S. Independence Blvd.  
Romeoville, IL 60446-2264  
(815) 834-4077

Employee \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Supervisor \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_