

***St. Francis of Assisi Parish***  
***The Director of Stewardship and Alumni Relations.***

1. Our community places great emphasis on the importance of Christian stewardship and giving as an integral part of the life of faith. As we believe that all our gifts, material and spiritual, are from the Lord, part of our common Christian vocation is to use those gifts in a godly manner and for the building up of the community of faith. (See current Parish Five Year Pastoral Plan)
2. Responsible to the Pastor and the Business Manager the Director of Stewardship and Alumni Relations (the Director) will undertake the responsibilities listed below. He/she will be an active member of our parish to get to know the community, its needs and possibilities. While this job description separates the duties under two headings, the Director will be expected to see their position as one combined ministry that will work towards the benefit of all the parish community.
3. The Director will have experience and expertise in the areas of marketing, stewardship, fund raising and development and in a special way how these pertain to overall parish life. As Director he/she will be expected to remain up to date in current trends within the community and the Church in general so as to continue to engage key audiences and develop communication strategies and methods.
4. The overall function for the Director is to achieve revenue goals and build a strong volunteer and donor base to support the operating, capital and endowment goals of St. Francis of Assisi Parish and School in a manner which will enhance our capabilities and credibility. Using his/her administrative, marketing/development and pastoral skills and in cooperation with the Pastor and Pastoral Team, he/she will effectively plan, coordinate, publicize, execute and evaluate events and activities that will achieve the above goals.
5. As a member of the parish pastoral team the Director will be expected to attend team meetings and to participate in the life of the community of faith as well as dedicating on-going attention to personal, professional and spiritual development through conferences, workshops, and retreats.

***Director's typical Duties and Responsibilities include:***

***Parish Responsibilities***

1. Continue the development and implementation of the Parish stewardship program in accordance with the goals set out in our Five Year Pastoral Plan
2. Explore new ideas to build up weekly and special giving in the Parish.
3. Cooperate with the Parish Finance Council to achieve the above goals.

### ***School Responsibilities***

1. Work with the St. Francis Educational Trust Fund Board to build and expand the corpus of our Educational Trust Fund. (ETF) Special attention will be paid to our annual ETF Benefit.
2. Work with the School Development Council to fund-raise on behalf of St. Francis School and to build up relations with current school families, alumni and parishioners.
3. Provide leadership and support to parish and school staff and school volunteers in the areas of fund raising and public relations. Special attention will be paid to events such as golf outings, our annual School Raffle and Ice Cream Social, Hopes and Dreams Fund and Summer Annual Appeal.
4. Build up our school Alumni data-base
5. Set fund raising goals and prepare annual budget, with the participation of staff and volunteers, and be responsible for achieving such goals.
6. Develop and implement a plan for board and volunteer recruitment and roles and responsibilities.
7. Continue to develop and revise as necessary an effective marketing and communication plan for the parish and school to include the design, production and mailing of a quarterly school newsletter as part of our parish Canticle.
8. Continue to develop and support major gifts program (cultivation, solicitation, and stewardship) designed to increase capital gifts, planned gifts and endowment funds.
9. Develop and implement comprehensive Direct Mail plan to include annual School Appeal as well as other timely, segmented mailings.
10. Develop and implement plan to strengthen sources of revenue for the Tuition Assistance Fund.
11. identify and research, write, and manage grantsmanship activities.
12. Coordinate and support fund-raising special events and work with designated committees to achieve financial goals.
13. Coordinate and conduct ongoing research for donor prospects.
14. Prepare case for support, project proposals, solicitation and acknowledgement letters, and donor recognition.
15. Coordinate and oversee all publications representing the school.
16. Manage all donor and prospect recordkeeping using fund raising software; prepare routine and requested reports.
17. Evaluate progress on a periodic basis and adjust strategies, if necessary, to achieve success.
18. Build up and maintain volunteer and donor relationships and listings.