



Director, Stewardship and Engagement Position Description

Position Title: Director, Stewardship and Engagement

Organization: Catholic Leadership Institute

Effective Date: March 2021

Reports to: Director of Philanthropy

FLSA Status: Exempt

Approval: Dan Cellucci

Vision:

We see a world where each individual understands their God-given mission in life and is doing their best to fulfill it; a world where Catholic leaders are influential voices in society; a world where Jesus' example of loving, servant leadership is modeled in every family, workplace, parish, and community.

Purpose:

Catholic Leadership Institute (CLI) provides bishops, priests, deacons, religious, and lay persons in the Roman Catholic Church with world-class, pastoral leadership formation and consulting services that strengthen their confidence and competence in ministry, enabling them to articulate a vision for their local church, to call forth the gifts of those they lead, and to create more vibrant faith communities rooted in Jesus Christ.

Overview:

CLI is playing a critical role on behalf of the Roman Catholic Church of today and tomorrow. CLI is helping the Church to navigate generational shifts, to respond to and prepare for ever-mounting demographic challenges among ordained religious and the laity, to establish a near-term vision for the Church in the U.S., and to define an overall roadmap for the Church's future. The organization is accompanying Catholic parishes, dioceses, and their leaders – from the seminarian to the seasoned bishop to lay leaders – on their journeys amid the complexities of the modern world, supporting them in meeting corresponding challenges and opportunities with the benefit of world-class training, fresh perspectives, and intentionality. CLI and its partners are indeed helping to build a future of hope for Catholic generations to come, one where the Church is not only sustaining but thriving with vibrant communities rooted in Jesus Christ.

Increasing demand for CLI's programs requires significant increases in philanthropic funding on an annual basis. As a result, the selected Director of Stewardship and Engagement will be joining a growing and evolving team of individuals dedicated to our mission while expanding CLI's reach, donor pool, and available funding.

Thanking our donors and illustrating the impact of their giving is a crucial piece of building our ambitious philanthropic efforts. This position will lead this endeavor with faith, creativity, independence, and gratitude to all of our benefactors.

Position Summary:

The Director of Stewardship and Engagement is responsible for the day-to-day operational oversight, collaborative and strategic planning, implementation and the coordination of a comprehensive engagement and stewardship program for Catholic Leadership Institute donors, volunteer leaders, and prospective donors. The Director will work closely with colleagues across the organization to gather, synthesize, organize, and share ministry impact for donor and prospect presentation purposes and to shape the vision for stewardship and engagement at Catholic Leadership Institute. This position will facilitate both virtual and in-person stewardship gatherings when appropriate.

Success in this position will require a high level of collaboration and partnership across the organization. The Director will need to be in close contact with the Director of Projects and Workflow, the Director of Leadership Consultants, and others to effectively compile ministry impact and progress that can be used for stewardship and engagement purposes. The selected candidate will manage and establish all stewardship reporting materials, messaging and content with intent to develop broad-based donor communication pieces, and lead brainstorming discussions to create initiatives and activities on an ongoing basis for stewardship projects.

The Director will also be responsible for the coordination and management of all volunteer leadership groups engaged at CLI. This includes the Board of Directors, Task Forces, and any ad hoc committees established.

This position can be local to the Malvern office or remote. A small amount of travel is likely with this position.

Desired Qualifications:

Experience & Education:

- Bachelor's degree and five years of experience in philanthropy or customer service focused positions required.
- Experience interacting with and facilitating engagement of donors and volunteer leaders required.
- Advanced knowledge of word processing, spreadsheet, and database software, to include Blackbaud's Raisers Edge NXT, strongly preferred.

Critical Qualifications/Skills:

- Experience creating, executing, and/or supporting, and overseeing a comprehensive donor acknowledgement and recognition plan
- Proven ability to generate creative solutions for stewarding donors
- Demonstrated strategic thinking, planning and implementation skills required
- Excellent social skills, with large groups as well as individuals required
- Experience with MS Office Suite including SharePoint and other data-sharing sources.
Experience writing various fundraising materials, including grant applications, case statements, appeal letters, annual reports

- Excellent verbal and written communication skills
- Strong organization and time management skills as well as a strong attention to detail
- Solid understanding of the Catholic faith.

Key Responsibility Areas:

Area	Key Responsibilities
Donor Stewardship	Create comprehensive process and workflow for stewardship of philanthropic gifts to CLI. Implement new donor welcome packet system. Ensure quality control of any communication or documents sent to donors. Supervise and take responsibility for process of donor acknowledgement and stewardship. Track grant reporting guidelines and take responsibility for submission of required information according to deadlines.
Donor and Volunteer Engagement	Build ongoing process for engagement of donors and volunteers and create workflow for such activities to be followed by frontline fundraising team members. Facilitate and manage engagement opportunities such as stewardship sessions, volunteer leadership meetings, and individual impact briefings. Build and create engaging meetings agendas and discussions for all volunteer leadership groups including CLI Task Forces. Take responsibility for engagement of volunteer leaders between meetings and track progress. Plan and execute prospect cultivation opportunities.
Donor Communications	Compile and synthesize organizational impacts of ministry and build communications pieces for distribution through a well-organized process. Create and plan opportunities for dissemination. Work with other organizational teams to develop content that can be shared with external audiences as engagement.

Critical Success Criteria:

- **Self-Assurance and Humility:** Has deep trust in the Lord and in one’s ability to meet most challenges. Inspires self and others to fulfill commitments and achieve a positive outcome. Does not seek personal recognition but is committed to the success and growth of others. Makes it about the other person rather than about self. Invites others to more fully participate and open up. Understands that “I have to do it myself and I can’t do it alone.” Values excellence and is committed to lifelong growth in holiness, confidence, and competence.
- **Comfortable with Ambiguity:** Has ability to ‘go and figure it out’ when all necessary information is not available. Is willing to make quick decisions even without all the facts. Handles deviations from routine without assistance; readily accepts changes in procedures, assignments, and priorities. Takes change in stride; adapts, improves, and overcomes obstacles and challenges. Can balance competing priorities in assignments. Doesn’t dwell on the negative or downside of things or decisions.
- **Resilient Drive:** Has the ability and energy to do what it takes to be faithful to God’s call and to one’s unique role in service to the CLI Vision and Mission. Is motivated to achieve his/her goals and to support the goals of the organization, knowing that that will require effort, flexibility, and skill. Anticipates problems and obstacles and brings resourcefulness and a “can-do-spirit” to both short and long-term goals and tasks. Finds satisfaction in the living out of one’s purpose and values and in the effort it takes to achieve one’s key responsibilities and SMART Goals. Is committed to the development and training that it will take along the way.

Application Procedure:

A complete application includes a resume and a cover letter with salary requirements describing the candidate's reasons for considering the position and perceptions of what makes him/her a good fit. For consideration, please e-mail the cover letter and resume to: HumanResources@catholicleaders.org . Phone screenings will be made with selected candidates before face-to-face interviews.