

St. Joseph Parish

Pastoral Assistant for Stewardship

Institutional overview:

St. Joseph is a Catholic Parish, founded and staffed by the Society of Jesus (Jesuits). Located in Seattle's Capitol Hill neighborhood, St. Joseph has the largest grade school (K-8) in the Seattle Archdiocese, although its day-to-day operations are largely independent of those of the Parish. With over 100 years of service to the Capitol Hill community, St. Joseph is known especially for its many outreach partnerships, for the quality of its liturgy, and for its collaboration with other Jesuit Ministries in the region.

Position overview:

The Pastoral Assistant for Stewardship manages all aspects of institutional advancement including annual fundraising (Stewardship), endowment development, planned giving, donor cultivation, fundraising volunteer management, messaging, and certain special events. This position entails being a member of the Parish core administrative team, and requires one to be an active and practicing member of St. Joseph Parish. This position is a .75 FTE.

Reports to:

St. Joseph Parish Pastor

Primary Responsibilities:

Fundraising and Stewardship

- Directs both long term planning and implementation for all fundraising, consistent with Parish goals, as defined in the strategic plan.
- Identifies, cultivates, and solicits major and individual gift prospects; collaborates with volunteers and staff to develop and implement solicitation strategies; develops and implements effective programs to manage potential donors; promotes planned giving; and stewardship programs; and achieves financial goals as outlined in the Parish strategic plan.
- Manages logistics and tracks progress for Annual Stewardship drive, Annual Catholic Appeal, and Archdiocesan Campaigns.
- Creates and manages the mailing of Christmas and Easter cards.
- Manages all aspects of donor database quality control, data migration, and reporting. Maintains accurate donor records, both in the donor database and paper files.
- Provides timely and accurate reports to the Pastor and committees on the progress of the development program. Ensures transparency as well as progress toward goals.
- Assures that all internal office deadlines are met.

Communications

- Works with the Pastoral Assistant for Communication to develop and implement an annual communications timeline for St. Joseph Parish.
- Assures creation and appropriate content and branding of all development communications (campaigns, stewardship, broadcast emails, website, etc)
- Enhances the on-line promotion of St. Joseph Parish, exploring the ways to promote our ministries through social media and other technologies.
- Manages and creates content for our Parish Facebook account.
- Identifies ministry volunteers in database so that targeted messages can be created.
- Assists in the welcome of new parishioners and school families

Staff & Volunteer Management

- Works closely with staff in any roles related to development; provides clear expectations, feedback and evaluations; promotes staff professional development in this area.
- Recruits volunteers to support fund raising efforts; trains volunteers on the purpose of the any particular fundraising, and on the principles and ethics of fund raising; engages volunteers in work to identify, cultivate, solicit donors; supports the work of volunteers in all fundraising activities; plans for and leads meetings of the Stewardship Committee, en
- sures follow up to any meetings is timely and complete; coordinates work, as appropriate, with other committees and commissions.

Event Planning

- Organizes and lead fundraising special events.

Professional Knowledge

- Up-to-date knowledge and expertise on all aspects of philanthropy, including technical details associated with planned gifts and associated tax laws, and capacity to provide counsel on issues related to fundraising.

Other

- Works closely with the Parish Finance Council and Pastoral Council.
- Offers support to the Parish Welcoming Committee.
- Works with the Finance Council to establish a Parish Stewardship Committee.
- Works with the advancement team at St. Joseph School.
- Attends important liturgical and community events, as requested.
- Attends regular staff meetings.
- Works directly with outside vendors, as needed.
- Attends necessary evening/weekend events.
- Supports special projects as needed.

Qualifications

- Excellent oral and written communication skills.

- Strength in team building and collaboration.
- Bachelor's degree
- Ability to converse and interact with parishioners at all institutional levels .

Preferences

- Knowledge and use of PDS systems.
- Prior experience with Archdiocesan campaigns.
- Prior development experience and event planning.
- Willingness to attend a variety of St. Joseph Masses.