****St. John Neumann Catholic Church**

**5455 Bee Cave Rd., Austin, Texas 78746**

**Chief Stewardship Officer (CSO)**

**Classification: Full Time, Exempt**

**Reviewed: 5/2022**

**Catholic Required: Yes**

**Ministerial Character**

The Pastor is the visible principle and foundation of unity at St. John Neumann Catholic Church, which the Bishop has entrusted to him. He makes Christ’s mission present and enduring in the parish. In order to fulfill his mission, the Pastor employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them his mission and entrusts various responsibilities to them.

Positions employed at St. John Neumann Catholic Church help to extend the ministry of the Pastor in particular ways as outlined in the job description. Therefore, the employee in this position is closely connected to and assists the Pastor in the performance of his ministry and thereby engages in ministry for the Church.

**Job Summary**

The Chief Stewardship Officer is a full-time exempt position. The person in this role must possess a strong sense of both local and global community coupled with a desire to work with and help others. They must be a self-starter who can work to bring creative and innovative ideas to vivifying the parish. The person in this position must demonstrate great initiative and the ability to manage multiple projects at once. The Chief Stewardship Officer is a strong servant leader with the ability to work creatively in a fast-paced environment. The Chief Stewardship Officer will use this position to strengthen and uphold the Pastor’s vision.

The Chief Stewardship Officer serves the parish and staff by cultivating and growing the resources of the parish and promoting habits of good stewardship and communication among the parishioners, parish staff, and parish leadership.

The Chief Stewardship Officer is primarily responsible for fostering financial stewardship through communicating the parish vision and fostering relationships with benefactors, carrying out funding campaigns, organizing and managing parish events, and working with the pastor and staff to improve the overall financial situation of the parish through improved communications and processes.

The Chief Stewardship Officer is a key member of the leadership team who in collaboration with the COO and Pastor will lead the staff and work to build a positive, growth-focused and Christ-centered culture that will be the foundation of an Amazing Parish.

The Chief Stewardship Officer reports directly to the Pastor.

**Essential Duties**

* As an integral part of your ministry for the Church as carried out in this position, support and uphold the philosophy of Catholic ministry and the mission of the parish in both your professional and personal life
* Act as a witness to Gospel values by modeling the teachings of the Roman Catholic Church
* Participate in staff functions; may include religious ceremonies, training sessions, and other activities
* Align all stewardship efforts with the vision and mission of the parish
* Initiates, organizes, implements and maintains special events
* Create, implement, oversee, and maintain a vibrant stewardship program to meet the needs of the parish
* Coordinate and oversee all fundraising events
* Works with the Diocesan Office of Stewardship and Development in donor relations for parish members of the Catholic Legacy Society and the annual Diocesan Appeal, etc.
* Work with the Pastor to continue building fiscal strength of the parish, to include regular offertory, planned gifts, End of Year Gifts, Endowments, etc.
* Work with community leaders and large sponsors to carry out and support major fundraising events
* Recognition and record-keeping for large donations
* Maintain relationships with both past and future prospective donors
* Recruit, train, and provide support for volunteers to assist in all fundraising efforts
* Works as a supportive liaison with the Diocese of Austin on all diocesan fundraising efforts and initiatives
* Works directly with the office staff and ministry directors to identify parish funding needs
* Communicate both internally and externally how stewardship is promoting the vision of the parish in order to obtain greater engagement with the vision
* Collects information and works with staff and publishers for the Annual Report (July) and January Tax Statements
* Lead all communications and marketing activity for the Parish

**Knowledge, Skills, and Abilities**

* Knowledge of the structure and basic teachings of the Roman Catholic Church
* Knowledge of diocesan fundraising and stewardship programs
* Knowledge of non-profit fundraising activities and tools
* Basic accounting, finance, management, and advertising/marketing principles
* Volunteer management
* Extensive verbal and written communication skills
* Excellent leadership skills
* Creation of fundraising materials and documents
* Work independently with little direction
* Organize large and small events
* Identify potential business partners and large prospective donors to support parish ministries
* Negotiate agreements
* Multi-task on several efforts and fundraising programs/events simultaneously
* Maintain confidentiality of private and personal information

**Minimum Qualifications**

Education and Training:

* Bachelor’s degree from an accredited college or university

Experience:

* Four+ years experience working in related field
* Correspondence using both telephone & computer *(Microsoft Office Suite)*
* Social media and related applications
* Familiarity with Parish Data Systems (PDS) is *preferred*
* Experience working within the Catholic community is *required*

Catholic Requirement:

* A practicing Roman Catholic in good standing is *required*

Licenses/Certifications:

* Valid Texas (Class C) driver’s license
* Must maintain compliance with the Diocese of Austin Ethics and Integrity in Ministry (EIM) policies
* Ongoing professional development training is *encouraged*

**Working Conditions**

* All employees of the parish are engaged in ministry and closely tied to the pastor in the exercise of his ministry and obligations to the church
* The parish is an at-will employer
* All buildings and vehicles owned by the parish are tobacco-free
* Working in a fast-paced environment with priorities and plans that may change rapidly
* Working on weekends, evenings and some holidays may be required
* Some travel may be required
* Light lifting and moving items to set-up for events
* Will be required to adhere to established dress codes and conduct standards

**Approval:**

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Chief Operations Officer Date

**Employee Certification**

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice of the change. I understand and acknowledge my work in this position is a ministry closely tied to the pastor.

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Employee Signature Date

This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of St. John Neumann are expected to perform tasks as assigned by supervisory/management personnel, regardless of job title or routine job duties.

This description is to be reviewed on an annual basis by the Chief Operations Officer.

**Confidentiality Agreement**

I understand that all matters concerning parishioners and/or financial matters are confidential and that any breach of confidentiality on my part may result in disciplinary action up to and including termination of employment.

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Employee Signature Date

**Alcohol/Drug Usage and Testing Agreement**

I understand that St. John Neumann Catholic Church prohibits the unlawful manufacture, possession, use, sale, transfer or purchase of a controlled substance or designer drug on or off the church grounds. It is also a violation of church policy for anyone to possess, use, or be under the influence of an alcoholic beverage during work hours. Any violation of the above can result in disciplinary action up to and including termination of employment. Drug and alcohol testing can be administered anytime and failure to take the test will automatically result in termination of employment.

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Employee Signature Date