

Job Description

Position Title: Director of Stewardship and Development

Reports To: Pastor

FLSA Status: Exempt, Full-Time

Position Summary

Holy Family Parish is the only Catholic Church located in and serving the community of Stow, OH. We as a parish are focused upon encountering Jesus Christ, being a welcoming home for individuals and families, Eucharistic Worship, and inspiring saints. Stow, OH is the 3rd largest populated city in Summit County, with a median age of 41 years old. We are grateful for our community, which includes young families to those who have worshiped here for multiple generations, some since the founding of the parish in 1946.

Since our beginning, Holy Family Parish has been a vital and dynamic Catholic presence in Stow, Ohio, helping families grow in their relationship with the Lord. We have been blessed over the years with generous parishioners, dedicated priests, and committed teachers and staff who strive to help each other grow in holiness and serve the spiritual needs of our parishioners and larger community. Through ongoing discernment and pastoral planning, we are hopeful that our parish may contribute to strengthening the larger Catholic community in the Diocese of Cleveland. We also desire a growing evangelical response from our parish to assist the mission of Jesus Christ in the world today.

The Director of Stewardship and Development is responsible for fostering a culture of stewardship within the parish community, promoting discipleship as a way of life, and securing the financial resources necessary to sustain and grow the mission of the parish. This role oversees the planning, implementation, and evaluation of all parish development, stewardship, and advancement initiatives, while ensuring alignment with Catholic values and parish priorities.

Key Responsibilities

Stewardship Formation and Engagement

- Promote stewardship as a way of life, emphasizing prayer, service, and sacrificial giving.
- Develop and implement parish-wide stewardship education, formation, and engagement programs.
- Collaborate with clergy, staff, and lay leaders to cultivate a culture of gratitude and generosity.

Development and Fundraising

- Design and oversee parish fundraising strategies, including annual giving, major gifts, capital campaigns, planned giving, and special projects.
- Build and maintain relationships with parishioners, benefactors, and potential donors.
- Ensure best practices in donor stewardship, recognition, and accountability.
- Identify, cultivate, and solicit major gifts in collaboration with the pastor.

Parish Advancement and Communications

- Oversee development-related communications, including donor appeals, impact reports, newsletters, and digital campaigns.
- Coordinate special events and initiatives that strengthen community engagement and financial support.
- Work with ministry leaders to integrate stewardship principles into parish life and outreach.

Administration and Leadership

- Develop and manage the stewardship and development budget.
 - Supervise and mentor staff and volunteers engaged in development and fundraising activities.
 - Ensure accurate record-keeping of donations, pledges, and donor information.
 - Provide regular reports and updates to the pastor, finance council, and parish leadership.
 - Maintain compliance with diocesan policies, ethical standards, and all applicable laws.
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Qualifications

- Practicing Catholic in good standing, committed to the mission and teachings of the Catholic Church.
 - Bachelor's degree required; advanced degree in nonprofit management, business, communications, or related field preferred.
 - Minimum 5 years of experience in development, fundraising, or stewardship; parish or Catholic nonprofit experience strongly preferred.
 - Proven success in cultivating donor relationships and securing major gifts.
 - Strong leadership, organizational, and strategic planning skills.
 - Excellent communication, interpersonal, and public speaking skills.
 - Ability to work evenings and weekends as needed.
 - Proficiency with fundraising software, databases, and Microsoft Office Suite.
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Core Competencies

- **Mission-driven:** Committed to advancing the mission of the Catholic Church.
- **Relationship builder:** Engages parishioners and donors with warmth and authenticity.
- **Strategic thinker:** Plans for long-term sustainability while addressing immediate needs.
- **Collaborative leader:** Works effectively with pastor, staff, and volunteers.
- **Ethical and confidential:** Maintains the highest standards of integrity in handling donor information.

Please submit a cover letter, resume, and three (3) letters of recommendation to:

Fr. Michael P. McCandless, Pastor
Holy Family Parish
3450 Sycamore Drive Stow, OH 44224
mccandless@holyfamilystow.org