



The Roman Catholic Diocese of Peterborough

The Roman Catholic Diocese of Peterborough is seeking a part-time (22-hour / 4-day work week) **Stewardship and Development Officer** at the Diocesan Pastoral Centre in Peterborough.

The Stewardship and Development Officer reports to the Capital Campaign Coordinator and the Director of Finance, Property and Administration and is responsible for providing administrative and stewardship support needed to undertake a major Capital Campaign in the Diocese of Peterborough. The ability to work in a team environment is essential to this role. The successful candidate will work with the Campaign Coordinator, a Campaign steering committee, a professional fundraiser, and pastors and parishioners in parish settings.

Specific Requirements:

- Administering a comprehensive donor relations plan, tracking and fulfillment of donor/sponsor recognition;
- Ability to independently plan and execute fundraising tasks/events;
- Experience working with the public and making oral presentations for a fundraising purpose in a charitable or non-profit organization;
- Foster long-term stewardship and development for the Diocese;
- Excellent verbal and written communication skills;
- Knowledge of MS Office (Excel), Quick Books, and donor database systems;
- Postsecondary training in administration, finance or another accreditation, or experience in this field.
- Provision of an Enhanced Police Information Check; and,
- Possession of a driver's licence valid in the Province of Ontario and access to a vehicle for work-related travel.

Office hours are Monday to Friday 9:00 a.m. to 4:30 p.m. (four days within this framework less one hour for lunch). Available to work evenings/weekends as the job demands. The position hourly rate range is from \$28.50 - \$31.67 determined on experience and based on a 22 - hour paid work week. A copy of the Job Description is enclosed. Resumes and Cover letter will be accepted until Friday November 7th, 2025, to debmcrae@peterboroughdiocese.org.

In compliance with the Accessibility for Ontarians with Disabilities Act (AODA), the Diocese of Peterborough provides reasonable accommodation to individuals with disabilities. Prospective and current employees are encouraged to discuss potential accommodations with their supervisor and the Human Resources Department.



Roman Catholic Diocese of Peterborough

Position Title: Stewardship and Development Officer

Supervisor: Capital Campaign Coordinator and the Director of Finance, Property and Administration

Role of the Stewardship and Development Office. The mission of the Stewardship and Development Office is focused on three areas:

Parishes: Serve Parishes, their Pastors and Lay Leaders by advising on best practices for stewardship and fundraising for both current and future needs, with particular emphasis on the Diocesan Capital Campaign, 'Gift of Hope' (placeholder name – a draft).

Individual Catholics: Assist individuals who love the Church and want to use their financial resources as gifts from God to help accomplish the Church's mission.

Diocese: Assist the Bishop and those who work with him by helping raise the funds necessary for key pastoral priorities within the Diocese. The initial focus will be fundraising for projects and ministries as identified in the Diocesan Capital Campaign and the Diocesan Pastoral Plan. Ongoing Stewardship and Development will evolve from fundraising undertaken during the campaign.

POSTION SUMMARY:

The Stewardship and Development Officer reports directly to the Capital Campaign Coordinator and will serve the Diocese, its parishes, and ministries by cultivating and growing financial resources, promoting habits of good stewardship and ensuring that fundraising activities such as capital campaigns are run smoothly and efficiently.

The Stewardship and Development Officer is primarily responsible for:

- Effectively managing the day-to-day activities of a major Diocesan capital campaign under the direction of the Director of Finance, Property and Administration, the Capital Campaign Coordinator and a professional fundraising consultant.
- Providing financial management of campaign gifts and mentoring/training of parish staff to maintain accurate donor databases.
- Fostering financial stewardship and the spirituality of sacrificial giving, while working as part of a team,
- Cultivating relationships with pastors, parishes, and potential gift donors to achieve stewardship goals of the Diocesan Pastoral Plan and any capital campaigns going forward.

The Stewardship and Development Officer will work as part of a team alongside the Capital Campaign Coordinator and an Advisory Steering Committee to accomplish objectives of a major capital campaign and to serve as a liaison between the campaign office, fundraising consultants and parishes in all four (4) Deaneries. This is a thirty month (30) Agreement , that may continue past the life of the capital campaign as stewardship and development are ongoing ministries.

Duties & Responsibilities:

Capital Campaign Management and General Stewardship Activities:

- Work with the Capital Campaign Coordinator to administer all aspects of a Diocesan Capital Campaign including Pre-Launch planning, the Pilot phase, three to four waves of parish-level fundraising, and Celebration and Appreciation events at Campaign wrap-up.
- Execute strategies to enhance donor engagement and retain donors as life -long givers post -campaign.
- In collaboration with a fundraising consultant and the Campaign Coordinator, provide training, resources, and mentoring for parish-specific projects. Pastors and parishioner volunteers will receive training led by a fundraising consultant.
- Maintain an active pool of prospective benefactors who can support the Diocesan mission and campaigns.
- Maintain accurate records of donor information, contributions, and campaign performance, using a donor management system. Manage monthly/yearly pledges and pledge reminders to ensure effective and timely collection of gifts.
- Ability to travel throughout the Diocese to engage pastors, parishes and parishioners.
- Work with parish bookkeepers and administrative assistants to ensure accurate and timely submission of campaign financial reports to the Diocese.
- Print and distribute campaign materials to parishes in support of the capital campaign. We will utilize the campaign consultants for graphic design and branding.
- Assist the fundraising consultants to facilitate their on-site visits to the Diocese and parishes. This involves sourcing accommodation, rental vehicles, and other travel-related infrastructure associated with the campaign.
- Assist in scheduling, coordination, and follow-up of face-to-face visits for the Bishop, Capital Campaign Management Team, Pastors, consultants and other staff and volunteers as appropriate.
- Implement and maintain systems to recognize and thank donors, fostering a sense of appreciation and community involvement.
- In collaboration with the Campaign Coordinator, prepare regular reports on fundraising activities, outcomes, and donor engagement metrics for the Capital Campaign Steering Committee.

- Document and distribute the minutes of Steering Committee meetings to assist in campaign communication and coordination.
- Organize, coordinate and document (i.e. obtain visual materials for social media/website content) major fundraising events, including logistics, promotion, and donor outreach.
- Perform additional duties as assigned by the Bishop and his staff, including special projects to assist in the overall fund-raising efforts.
- Other duties as required/assigned.

Qualifications:

- Advanced knowledge of the Catholic Church and Community.
- Understanding of stewardship and philanthropy as a core value in the Catholic community.
- Baccalaureate degree or equivalent.
- Three (3) years of demonstrated success and experience in managing projects and financial resources (or equivalent experience).
- Knowledge of fund-raising principles.
- Enthusiasm and excellent people skills.
- The successful candidate must have the flexibility to handle the needs of this office and be attentive to the special needs of benefactors.
- Excellent written and verbal communication skills.
- Ability to organize and prioritize tasks and to lead and motivate others, especially volunteers.
- Thoroughness in planning and implementing work, including goals, budget, timetables, and action steps to achieve objectives.
- Ability to work effectively as part of a capital campaign management team that includes the Bishop, an advisory Steering Committee and external fund-raising consultants.
- Experience and competency using financial software (QB's), **fundraising database systems, websites, excel software**, and other components of Microsoft Office 365.
- Ability to work effectively at the parish level with Pastors, staff members, parishioners, and lay volunteers.
- Equipped with a driving license valid in the province of Ontario and a vehicle suitable for diocesan travel.
- Note that mentoring and direction will be provided to the Officer by the Capital Campaign Coordinator during all phases of the capital campaign process.
- Affinity with, and passion for, the overall mission of the Diocese.

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