

**Christ the King Church**  
Haddonfield, NJ

**DIRECTOR OF STEWARDSHIP**

**Division:** Pastoral Staff

**Supervisor:** Pastor

**FLSA Status:** Exempt

**Supervises:** Evangelization Coordinator, Communications Assistant

**Salary Range:** \$62,500 - \$100,000

**Summary**

The Director of Stewardship is responsible for the parish's culture of stewardship, supporting parish ministries and serving as the lead staff member for financial campaigns, charitable outreach, communications, public-facing technology, results-based management, and special projects as assigned.

**Key Responsibilities**

Ministry Support

*Liaison to ministry coordinators, except for liturgy & music and religious education ministries*

- Helps these coordinators book space and obtain reimbursements
- Ensures these ministries comply with parish policies
- Presents their date requests at the annual calendar planning meeting
- Serves as a consultant for these ministries
- Advocates for these ministries at pastoral staff meetings

Financial Campaigns

- Offertory, including electronic giving
- South Jersey Catholic Ministries Appeal
- Giving Tuesday
- Capital campaigns

Charitable Outreach

- Local mission (with the Sisters of St. Joseph Neighborhood Center in Camden)
- Foreign mission (with Mustard Seed Communities in the Dominican Republic)

Communications

- Branding
- Website
- E-newsletters
- Facebook page
- Public ads

#### Public-facing Technology

- Serves as parish contact for presentation technology in Morgan Hall

#### Results-based Management

- Tracks events' expenditure of time and money
- Collects objective and subjective data about parish events, e.g. attendance, feedback
- Prepares reports for each event and shares them with staff, pastoral council, and the event organizer(s)

#### Special Projects

- Lead staff member for relevant special projects when assigned by the pastor
- Lead staff member for staff lunches & celebrations

Other duties as assigned.

#### **Normal Hours**

- The director will be asked to set a regular office schedule including four weekdays
- Each week, the balance of hours may be used to rotate through Sunday Masses and attend/assist with relevant weekend events

#### **Requirements**

- Must be a practicing Catholic in good standing
- Must have experience working in the Church
- Must have at least three years of experience in at least two of the areas of responsibility listed above
- Must have held leadership positions
- An excellent candidate will have experience supervising other employees

Interested candidates should send a letter of interest and resume to [sjcma@ctkhaddonfield.org](mailto:sjcma@ctkhaddonfield.org).