



# DIOCESE OF SPRINGFIELD IN ILLINOIS

## Catholic Pastoral Center

Job Title: Operations Director  
Division/Department: Office for Parish Vitality and Mission Advancement  
Reports to: Director, Office for Parish Vitality and Mission Advancement  
FLSA Status: Exempt  
Prepared Date: July 2021 Revised:

### Summary

The Office of Parish Vitality and Mission Advancement provides unique support and resources for parishes, schools, and diocesan contributors. By removing unnecessary burdens and challenges (time, staff, money, etc.), the Office has strategically structured resources which enhance efficiency and effectiveness for fostering stewardship and discipleship making at the parish level. The Operations Director improves coordination between the diocese, parish administrators and donors by providing administrative and operational support to the office.

### Essential Duties & Responsibilities

#### *Parish Vitality*

1. Assist with guiding and training parishes on large development projects.
  - a. Coordinate with other diocesan offices, support parish Capital Campaign projects.
  - b. Assist in the data aggregation process for the Parish Vitality Reports.
  - c. Assist parishes in approving wills, bequests, and other gifts.
2. Participate in training the parish in appropriate software platforms for tithe and appeal purposes as well as diocesan standards for parish reporting.
3. Help with implementation of the Parish Season of Stewardship effort on an annual basis.
  - a. Track parish sign ups and parish communications, as needed
  - b. Assist in the promotion of the parish program.
  - c. Send out program information. Answer questions.
  - d. Coordinate and communicate mailings with outside vendors.

#### *Mission Advancement*

4. Assist with the plan, design, and execution of diocesan appeals and special projects.
  - a. Research the feasibility of appeals.
  - b. Create a calendar of fundraising and formation events.
  - c. Develop a donor database that can fit the needs of the growing office
  - d. Ensure adequate internal controls are in place to secure receipts, online and print
  - e. Assist in donor acknowledgement letters and correspondence.
  - f. Assist in identify strategies to cultivate existing and potential donors, including individuals and businesses.
5. Maintain diocesan donor database.
  - a. Respond to donor inquiries as needed and update donor profiles.

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- b. Send out donor thank you notes on a timely basis
- c. Provide donors with year-end tax contribution statements.

6. Assist in executing bulk mailings. Stay abreast of new postal rules and regulations on bulk and special mailings.

7. Research and recommend grant programs to support schools and other diocesan ministries.

**The Foundation of the Roman Catholic Diocese of Springfield in Illinois:**

8. Assist and coordinate administrative functions of the Foundation including but not limited to:

- a. Maintain current records for established and new endowments.
- b. Send endowment beneficiaries annual report, noting endowment funds, options for receipt and track all responses and requests from the annual report.
- c. Coordinate with the Finance office for checks to those using the endowment funds.
- d. Follow-up with a letter in an appropriate amount of time to determine how the endowment funds were used.

9. Regularly and proficiently utilizes the records management system, Content Manager.

10. Other duties as assigned.

**Education And/or Experience**

Bachelor's Degree in related field. 5 years experience in development related work.

**Required Skills, Knowledge and Characteristics**

- A practicing Catholic in full communion with the teachings of the Church.
- Strong oral and written communication skills with attention to accuracy and detail. Public speaking skills.
- Self-motivated.
- Computer literate with proficiency in Microsoft office, Outlook or other email systems and related database systems.
- Excellent interpersonal skills.
- Budgeting and planning experience.
- Maintains high degree of confidentiality.
- Demonstrated ability to increase productivity and continuously improve methods and services.
- Commitment to continuous learning.
- Ability to adapt in an environment of constant change.
- Availability for evening and weekend work.
- Valid driver's license.

**Physical Demands:**

The physical demands of the position are those typically associated with work conducted in an office environment. The position requires the person be able to lift 30 pounds. Must be able to operate a motor vehicle. Will be required to work outside of normal outside office hours and offsite when necessary.

**Work Environment:**

The Diocesan Pastoral Center operates in a smoke-free environment. The employee must be willing to abide by all policies of the Diocese of Springfield in Illinois. The general environment for this position is that commonly associated with a temperature-controlled office setting.

**To Apply:**

Please send resume and cover letter to Erin Danaher at [hr@dio.org](mailto:hr@dio.org). Documentation can also be mailed to:

Job Description: Operations Director, Office for Parish Vitality and Mission Advancement  
Catholic Pastoral Center  
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