

November 2025



Director of Development



The Catholic Diocese of Lincoln





Announcement Summary

The Diocese of Lincoln seeks an experienced Catholic development professional to build a culture of stewardship and financial support for diocesan ministries, specifically focused on the mission of education. The Director of Development will work closely with Bishop James Conley and other senior diocesan officials to manage financial support of diocesan fundraising campaigns, including the Good Shepherd Scholarship and other educational fundraising efforts. Interested candidates should submit a cover letter and resume to Marsha Bartek, Human Resources Manager, at marsha-bartek@lincolndiocese.org.

About the Diocese

The Diocese of Lincoln - located in Lincoln, Nebraska - is 25,000 square miles and includes everything south of the Platte River from the borders of Colorado to Iowa. The Diocese is comprised of 134 parishes, 23 elementary schools, 6 high schools, and one seminary that serve approximately 97,000 Catholics.

The Diocese of Lincoln raises approximately \$4 million annually for the Good Shepherd Scholarship Program, Catholic education and the Bishop's Appeal for Vocations. In 2016 we completed a successful Joy of the Gospel capital campaign that raised \$62 million dollars to fund Catholic education, priestly formation, clergy retirement, new evangelization efforts and local parish projects.

Mission

The mission of the Diocese of Lincoln is to draw people into the joyful and abundant life of Christ.



Director of Development

Position Summary

The Director leads the Development Office and is responsible to support and promote the mission of the Catholic Diocese of Lincoln, overseeing development activities necessary to grow and expand the base of stewardship and financial support for important educational and vocational ministries within the diocese.

Essential Duties & Responsibilities

The essential duties and responsibilities of the Director of Development for the Diocese of Lincoln include:

- Works with the Bishop and his staff as the primary advocate for development and fundraising
- Responsible for the management and operation of all programs and services of the Development Office
- Coordinate annual development training event for parishes and schools
- Work directly with the Catholic Foundation of Southern Nebraska to advise parishes and schools regarding fundraising activities, planned giving and stewardship initiatives
- Implement and manage annual campaigns including Good Shepherd Scholarship Fund, Bishop's Appeal for Vocations, and other educational and vocational fundraising activities
- Develop strong relationships with current donors, potential donors and develop new opportunities with foundations within and outside of Nebraska
- Maintain database of community members, donors and foundations related to development activities and targeted communications, including letters of solicitation and gratitude for donations and gifts
- Oversee marketing and communications efforts for development campaigns
- Work with communication department to produce materials for specific development campaigns
- Establish and maintain a positive working relationship and ongoing communication with pastors, school administrators, and diocese leadership
- Create, maintain and update a strategy plan for the Development Office with other diocesan leadership
- Prepare and maintain an annual development and endowment budget and calendar

Educational Qualifications

The minimum educational qualifications are for this position are:

- Bachelor's Degree
- CFRE accreditation, or willingness to pursue



Experience and Skills

The requirements for work experience and skills for the Director of Development position are:

- Experienced leader with at least five years fundraising and development experience
- Experience with fundraising software and Microsoft Office software
- Experience with major gifts, bequest promotion, and campaign appeals
- Strong verbal and written communication skills
- Excellent organizational skills
- Past experience promoting Catholic education and/or vocations preferred but not required
- Ability to maintain interpersonal professional relationships which encourage openness, candor and trust, both internally and externally, with the coworkers, clergy and the leadership of the Diocese of Lincoln
- Practicing Catholic in good standing with the Church

Physical Demands & Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk and hear. The employee must be able to operate a motor vehicle. The employee must occasionally lift and/or move objects up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to focus.

This is a full-time position. The employee must demonstrate understanding, respect and support for Catholic Church teachings, mission and values. Evening and weekend work is required as job duties demand. This position requires the ability to direct daytime and evening meetings, and periodically direct weekend activities, at parishes throughout the Diocese of Lincoln. Travel by car throughout the geographic area of the Diocese of Lincoln is periodically required. The environment is a traditional office setting with individual workspaces. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment.





Learn More and Apply:

This is an exempt position. Compensation is competitive and will be commensurate with experience. For more information about the Catholic Diocese of Lincoln, visit our website:

<http://www.lincolndiocese.org/>

To apply, please email a cover letter and resume to:

Marsha Bartek, Human Resources Manager at marsha-bartek@lincolndiocese.org.

