



Diocese of Laredo Job Announcement

Posting Date: January 5, 2021

Application Deadline: **Until Filled**

Position: Development Projects Coordinator	FLSA Status: Non-Exempt
Minimum Requirements: Bachelor’s Degree in Business, Marketing, Communications or relevant field, preferred. Volunteer or professional experience with non-profit organizations, preferred. Proven communication skills, written and oral in Spanish and English. Experience in grant writing and researching opportunities. Must have familiarity with the Catholic Church and its teachings. Computer skills, including knowledge of Microsoft Office. Ability to handle multiple assignments and meet deadlines. Possess excellent interpersonal skills.	
Start Date: February 1, 2021	Location: Chancery
Position Status: Full-Time, 32 hours per week	Work Schedule: Mon-Thurs., and as needed

Position Summary:

Writes grant proposals and requests for funding. Communicates diocesan needs to individual donors and granting agencies, researching grant opportunities and prepares requests for support on behalf of the diocese. Prepares accurate grant reports and maintains accurate bookkeeping of funds received.

Essential Duties, Functions and Responsibilities:

- Coordinates all communication between the Bishop/Diocese and donors/grantors.
- Uses the donor database, the internet and other resources to research current and potential donors to support the mission of the diocese.
- Writes and assists administration with proposals for grants and major gifts.
- Researches new grant and funding opportunities.
- Prepares reports to grantors and donors.
- Communicates with diocesan departments/ministries to determine their funding needs.
- Assists with stewardship and education programs.
- Visits parishes and missions to encourage support for stewardship programs and events.
- Assists with presentations and training for CSA and Stewardship Parish Coordinators and other groups.
- Tracks grant submission, grant reporting and grant spending deadlines.
- Coordinates the tracking of all grant expenses.
- Responds to parish and donor calls for assistance.

Additional Skills, Certifications or Licenses Required:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

Resumes are Not Accepted. Employment Application is required for consideration.

For Employment Application, visit www.dioceseoflaredo.org

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St.

Laredo, Texas 78043

(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

We are the Diocese of Laredo!