



**Diocese of Laredo  
Job Announcement**

Posting Date: September 21, 2021

**Application Deadline: Until Filled**

<b>Position:</b> Development Services Coordinator		<b>FLSA Status:</b> Non-Exempt	
<b>Minimum Requirements:</b> Must have high school diploma or equivalency. Two years of experience in database entry and clerical work. Knowledge in computer technology, Microsoft Office software and office equipment. Be self-motivated, possess interpersonal and organizational skills. Must be able to work independently, exercise discretion and judgment. Must be bilingual, English and Spanish.			
<b>Start Date:</b> Immediate		<b>Location:</b> Chancery	
<b>Position Status:</b> Full-Time (32 hours)		<b>Work Schedule:</b> Mon-Thurs., and as needed	

**Position Summary:**

The Development Services Coordinator is responsible for providing assistance and support to the overall operation of the department. The Coordinator will ensure the effective and efficient operation of the department by assisting in the Catholic Sharing Appeal promotion, performing database entry, and compiling reports.

**Essential Duties, Functions and Responsibilities:** (complete job description available at the HR Office)

- Responds to parish and donor calls for assistance.
- Manages database and prepares reports to verify and audit the recording of all donations.
- Prepares and distributes parish and committee campaign reports.
- Oversees the daily processing and depositing of contributions/reviews and verifies daily deposits.
- Data entry for Catholic Sharing Appeal, grants and department budget.
- Coordinates gifts made by credit card and online giving.
- Coordinates the printing and mailing of direct mail solicitations, monthly pledge reminders, thank you letters and annual tax receipts.
- Manages the diocesan postage account.
- Other duties as assigned.

**Additional Skills, Certifications or Licenses:**

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Proficiency with computer and office equipment.

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

For Employment Application, visit [www.dioceseoflaredo.org](http://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!***

**The diocese reserves the right to revise, rescind or extend this job announcement**