Diocese of Laredo
Job Announcement

Posting Date: February 23, 2017

Application Deadline: Until Filled

Position: Director of Stewardship and Development	**FLSA Status:** Exempt
Minimum Requirements: A Bachelor's Degree in Marketing, Development, Communications or related field. A proven fundraiser with five years of progressive experience and a verified record of success. Fully bilingual in English/Spanish with strong writing and communication skills. Advanced knowledge of grants management. Must be in full communion with the Catholic Church.	
Start Date: February 20, 2017	**Location:** Chancery
Position Status: Full Time , 40 hours per week	**Work Schedule:** Mon-Fri. , work non-standard hours and days, as needed

Position Summary:
The Director of Stewardship and Development is responsible for planning, directing and implementing the advancement (development) programs of the Diocese of Laredo. Establishes goals, objectives, strategies and procedures for all fundraising activities. Supervises centralized gift processing and donor relations. Supports diocesan ministries, parishes, and schools in stewardship and development activities. Takes a leadership role in directing diocesan-wide and community events. Promotes the work of the Church and its ministries in order to encourage support for the Diocese of Laredo and its programs.

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

- Works directly with the Bishop in formulating an aggressive stewardship and development plan.
- Coordinates all communication between the Bishop/Diocese and donors/grantors.
- Researches, writes, reviews, and edits grant requests and proposals to donors.
- Reviews and edits reports to granting agencies and ensures timely submission.
- Develops a major gifts program that includes cultivating relationships with individuals and groups.
- Prepares proposals and presentations to potential donors.
- Visits and communicates with parishes and groups to encourage support for development program.
- Prepares promotional materials for the annual CSA campaign, including video, brochures and posters.
- Coordinates stewardship education programs, materials and events for parishes.
- Directs and supervises donor record keeping and financial accountability of all gifts to the diocese.

Additional Knowledge, Skills and Abilities, Certifications or Licenses:

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

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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, plus dental, retirement and life insurance, as eligible and upon completion of waiting period.
The diocese reserves the right to revise, rescind or extend this job announcement.