



Diocese of Palm Beach



Be part of our mission: To responsibly sustain and grow the work of the Catholic Church in caring for God's people in the five counties that comprise the Diocese of Palm Beach in Southeastern Florida.

From Sebastian to Boca Raton and from Palm Beach to Okeechobee, we are united as a family of faith. In Palm Beach, Martin, St. Lucie, Indian River and Okeechobee counties, the 225,749 Catholics of the Diocese of Palm Beach span the economic and cultural spectrum of the area and contribute to a rich and vibrant faith experience in our 50 parishes, 17 schools, 3 missions and one cemetery.

Be part of our team.

The Diocese of Palm Beach Pastoral Center is seeking an ideal candidate to join our dedicated team for an Associate Director of Development position who possesses the following job abilities and qualifications:

- Manages all aspects of the Diocesan Services Appeal on an annual basis, including the planning and implementation of communications, fundraising methodologies, donor events, vendor relations, and gift and data processing management.
- Manages and supervises all aspects of the Raiser's Edge database, including setting up programs, user tools, tracking systems, mailing lists, coding, campaigns, funds, appeals and records.
- Assists the Director with designing and implementing development programs for the diocese, including planned giving, major gifts, major donor events, capital campaigns and parish offertory enhancement programs.
- Assists the Director in identifying, cultivating, soliciting and maintaining a portfolio of major donors for diocesan development fundraising efforts.
- Develops, fosters and maintains relationships with diocesan pastors, clergy, heads of institutions, business managers and stewardship personnel.
- Assists the Director in developing, promoting and implementing parish-based stewardship education.
- Bachelor's degree
- 4 + years of progressively responsible experience with secular or church development, or related experience.
- Must have the ability to present and exemplify Catholic teaching regarding development and stewardship.

For a full description of the Associate Director of Development position and how to apply, please visit the Diocese of Palm Beach Employment website:

<https://www.diocesepb.org/index.cfm?fuseaction=jobs.details&ListingId=103&returnTo=main>

We look forward to hearing from you.