



CATHOLIC DIOCESE OF SALT LAKE CITY  
27 C STREET  
SALT LAKE CITY, UTAH 84103

## DONOR RELATIONS SPECIALIST OFFICE OF STEWARDSHIP & DEVELOPMENT

### SUMMARY:

As the Catholic Diocese of Salt Lake City continues to grow our sustaining, mid-level, and major gifts donors, the Office of Stewardship & Development seeks a Donor Relations Specialist. The Office serves 68 parishes and missions spread throughout the state of Utah, and administrates the Diocesan Development Drive, the Bishop's annual appeal for ministry support. The Donor Relations Specialist is an integral team member in the Office of Stewardship & Development, and is responsible for overall data management for the annual appeal, associated capital campaigns, and special events. The Donor Relations Specialist will pair stewardship theology with his/her database and data management expertise, to support and maximize the Development team's effective use of our constituent relationship management (CRM) system, to meet the goals of the Diocese of Salt Lake City. In collaboration with the Director, the Donor Relations Specialist will assist in providing stewardship consulting for parishes and missions, help respond to the needs of pastors and frontline, parish-based fundraisers, and execute the initiatives of the Diocesan Pastoral Plan.

### DUTIES AND RESPONSIBILITIES:

- Collaborate with the Director through the solicitation cycle on the generation of mailing/contact lists, donor data, event invitations, reports, and other deliverables.
- Maintain the integrity and quality of the database, performing data clean-up as required.
- Manage the generation and administration of progress and financial reports, partnering with the Finance Office and other departments as required.
- Enter and process all annual appeal gifts, as requested and required, through lockbox, online giving, or check/money order, including the creation of batches.
- Produce gift substantiation documentation, including acknowledgement letters and annual tax receipts, as well as timely generation of pledge reminders.
- Serve as in-house CRM solution manager for all areas of development, and act as point person with the CRM developer.
- Provide marketing and communications updates for inclusion on the diocesan website, social media and print/electronic communications.
- Attend department events and work as a member of the Office of Stewardship & Development team in assisting attendees.



## SKILLS AND QUALIFICATIONS:

Self-starter with two (2) years experience in donor database management.  
Strong verbal and written communications and problem-solving skills.  
Superior attention to detail and record keeping.  
Thoughtful, creative, collaborative, and responsive.  
Organized and dependable with respect to timelines, deadlines, and budgets.  
Able to perform in a fast-paced team environment.  
Able to ensure the security and sensitive handling of confidential donor and financial information.  
Strong working knowledge of Microsoft Office, especially Word and Excel.  
Willingness to work occasional nights and weekends.  
Bi-lingual (English/Spanish) preferred.  
Understanding of Catholic Church ethics, traditions, procedures, and organizational structures.  
High school education or equivalency required. Some college preferred.

Primary Location: Pastoral Center, Chancery Building (303 E South Temple)

Report to: Director of Stewardship & Development

Schedule: Full-time, Monday-Friday, 8:30am – 5:00pm

Job Level: Non-Manager

## CONTACT:

Please submit your cover letter and resumes to:

Dolores L. Lopez, Director of Human Resources  
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