

The Catholic Diocese of Salina is seeking to hire an **Annual Gifts and Event Manager**. This position will be responsible for the overall success of the annual gift program of the diocese. This will include building relationships with Catholics and other donors that lead to annual gift support for the diocese. In addition, this person will carry primary responsibility for planning, executing, and evaluating events that lead to gift support or steward existing donors.

The manager directs and administers all aspects of annual giving to include direct mail, electronic giving, and individual solicitation. Works with the Director of Stewardship and Development to identify, cultivate, solicit, and retain donors who contribute at least \$1,000 annually to the Diocese of Salina. The goal of this position is to increase the number of mid-level donors and the portion of the annual appeal generated from these gifts.

This person will be a key member of the stewardship and development team at the Diocese of Salina and will help to create an environment that builds a culture of philanthropy. The person in this position should display personal initiative, professionalism, and creativity. Must always exercise discretion and maintain confidentiality.

Qualified candidates will be willing and able to support the mission of the Catholic Diocese of Salina by supporting the directives of the Bishop. They must be a practicing Catholic with a bachelor's degree or work equivalent. In addition, candidates must have a minimum of two (2) years' experience in development or related field and the demonstrated ability to solicit philanthropic support.

The complete position description with a full list of qualifications can be found [here](#). Scroll down, as needed.

To apply, please send resume and cover letter to Keith Weber, 103 North Ninth Street, Salina, KS 67401 or e-mail information to keith.weber@salinadiocese.org