

Associate Director of Development Office of Development Downtown Chancery

1700 San Jacinto St.
Houston, TX 77002

SUMMARY:

The Associate Director will work closely with the Development Director and other Associate Directors to support the overall fundraising efforts and events of the Archdiocese. The primary responsibility of this position is the creation and management of a dynamic Annual Appeal (Diocesan Services Fund), and the cultivation of long-lasting relationships with major donors, supporters, lay leaders, priests and prospects to ensure the financial stability of the local church. Responsible for timely and accurate reporting, constituent stewardship, and prospect analysis necessary to plan and implement donor engagement in the Archdiocese. Primary member of the Bishop's Annual Appeal (DSF) planning team. Responsible for creation of donor impact articles and overall campaign marketing. Also participates in visioning and goal setting for the Development Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Produces compelling Appeal collateral materials and reports
- Establishes print and electronic marketing plan for the campaign which include monthly newsletter, social media outreach and year-end giving blasts
- Develops cultivation opportunities and tailored solicitation strategies for different segments of the donor base
- Establishes strategies engage major gifts (\$5,000 and up), to renew current donors and re-engage donors lapsed for three or more years
- Is a resource for parishes and ministries for campaigns, offertory and grant writing
- Assists in prospect research and updates prospects in established and new campaigns
- Special projects as needed
- Other duties as assigned by Director of Development

QUALIFICATIONS:

Required:

- Undergraduate degree and 3-5 years of Development and Stewardship experience
- Thorough knowledge of stewardship and fundraising principles and techniques, especially in relation to annual appeals and major gifts
- Working knowledge of software including Microsoft Office and Adobe products such as InDesign
- Strong interpersonal and exceptional communication and organizational skills, ability to prioritize as well as be able to multi-task and arrange ongoing projects
- Occasional early morning/ evening/ weekend work required
- Ability to lift/carry 25 pounds

Preferred:

- Familiarity and comfort with the mission of the Catholic Faith
- Bilingual English/Spanish

Suitable candidates should send a cover letter, resume, and salary requirements to Human Resources at resume@archgh.org; reference "Associate Director - Development" in subject line.