

Assistant Director of Development

Catholic Diocese of Memphis

The Catholic Diocese of Memphis is currently accepting applications for the position of Assistant Director of Development. The Assistant Director of Development will work closely with Development Director to support overall fundraising activities, events, and stewardship efforts for the Catholic Diocese of Memphis. These responsibilities include the Annual Catholic Appeal (ACA), grant applications, and parish stewardship efforts, and the education of donors and the public about the mission, vision, and activities of the Catholic Diocese of Memphis. The Assistant Director of Development will also plan, coordinate, and execute fundraising, development events, and special appeals throughout the year for the diocese.

Qualifications:

- Roman Catholic in good standing with the Church
- Bachelor degree required
- Reliable transportation, valid driver license and insured
- Strong interpersonal skills, time management, and attention to detail
- Proficient in Microsoft Office
- Excellent written and verbal skills
- Bilingual preferred but not required
- Experience working with confidential information

How to Apply:

Please submit a resume and letter of introduction to:
jobs@cc.cdom.org with the job title in the subject line

OR apply by mail to:
Director of Human Resources
5825 Shelby Oaks Dr.
Memphis, TN 38134