



## **Associate Director, Annual Appeal**

**Hiring Location:** Pastoral Center- Development Office - *Pastoral Center*  
**Address:** 3725 Blackburn St., Dallas, TX 75219

**Job Type:** Full Time

**Hours:** Monday-Friday, 09:00 am - 5:00 pm

**Weekends/OT Required:** Occasionally

**Education Required:** Bachelor's Degree

**Catholic Required:** Preferred

**Bilingual Required:** Preferred

### **Job Description**

The Associate Director, Annual Appeal will work closely with the Director of Development and other Associate Directors to support the overall fundraising efforts and events of the Diocese of Dallas. The primary responsibility of this position is the management and continued growth of a dynamic Annual Appeal (Bishop's Annual Appeal for Catholic Ministries), 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. Primary member of the Bishop's Annual Appeal planning team and plays a critical role in the day-to-day operation of the Appeal. Responsible for timely and accurate reporting, constituent stewardship, and prospect analysis necessary to increase and sustain donor engagement in the Diocese. 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 of the Position**

- Manage the Bishop's Annual Appeal for Catholic Ministries by collaborating with parish leaders and others involved in marketing the campaign.
- Produces compelling Appeal collateral materials and reports including but not limited to establishing print and electronic marketing plan for the campaign, which includes monthly newsletter, social media outreach, and year-end giving appeal.
- Establishes strategies to engage Bishop's Circle Society donors (\$5,000 and up), to renew current donors, and re-engage donors lapsed for three or more years.
- Develops cultivation opportunities and tailored solicitation strategies for different segments of the donor base in collaboration with other appropriate personnel (ie: Director of Development, Development Officer, etc).
- Promote and maintain donor relations including ongoing donor engagement and communication strategy.
- Evaluate continued opportunities to increase revenue, streamline processes, and produce

monthly reporting for internal and external stakeholders.

- Manage day-to-day operations of the Bishop's Appeal office including all aspects of gift processing (mail, online giving, Lockbox, and Commitment Weekend) and pledge fulfillment strategy.
- Work with approved staffing company to secure and supervise seasonal gift processing team as needed.
- Perform gift entry adjustments and pledge write-offs.
- Responsible for weekly/monthly general ledger reconciliations with the business office.
- Respond to donor inquiries and research donor accounts.
- Retrieve and analyze donor data from Raisers Edge (i.e. Monthly Parish Analysis).
- Responsible for prompt donor gift acknowledgement letters.
- Manage the maintenance of the donor database by ensuring data accuracy. Participate in annual audit reporting.
- Oversee annual BAA budget.

## **Job Requirements**

### Position Requirements

#### **Knowledge, Skills and Abilities:**

- Knowledge of the structure and basic teachings of the Roman Catholic Church.
- Knowledge of Catholic Community.
- Skill in developing a sustainable fund development program.
- Ability to operate various word-processing software, spreadsheets, and database programs.
- Ability to provide excellent customer service and work effectively with staff, clergy, religious and laity.
- Ability to organize, prioritize and utilize effective time management techniques.
- Ability to maintain confidentiality at all times.
- Ability to carry out multiple tasks and meet deadlines.
- Ability to follow instructions furnished in verbal or written format.
- Ability to develop and maintain relationships with donors.
- Strong interpersonal skills.
- Must have the ability to problem solve
- Possess strong communication skills, verbal and written.
- Must be organized and have keen attention to detail.
- Ability to train others and make presentations.
- Ability to propose and implement new processes and procedures to maximize efficient operations.

#### **Education and Experience:**

- Bachelor's Degree from an accredited college/university, required.
- Minimum of three plus years of demonstrated experience in a development and fundraising environment; including experience using a constituent management database.
- Minimum of three plus years of staff management experience.

#### **Special Requirements:**

- Working knowledge of software including Microsoft Office, Raiser's Edge, and Adobe products
- A practicing Roman Catholic in good standing, highly preferred.
- Bilingual English/Spanish, highly preferred.

**Physical Requirements Specific to the Job:**

- N/A

This job description is not intended to be an exhaustive list of the duties and responsibilities of the position. The duties and responsibilities of the position may be changed at the sole discretion of the Diocese of Dallas – Pastoral Center.

The Diocese of Dallas – Pastoral Center reserves the right to modify this job description without notice to the employee. This job description is not a contract and does not alter the employee's at-will employment status.

**Additional Information**

**[Associate Director, Annual Appeal Detailed Job Description](#)**

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**Hiring Contact**

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**How to submit resume:** Email