



DIOCESE OF NASHVILLE

Annual Appeal Coordinator

The Diocese of Nashville Mission Support Office (MSO) seeks qualified candidates for the position of Annual Appeal Coordinator for the office of Stewardship and Development. This is a regular full-time position will grow individual giving at The Diocese of Nashville for the Bishop's Annual Appeal campaign. The MSO is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This position is generally on duty Monday through Friday during the regular daytime business hours of the Catholic Pastoral Center. This position will require travel throughout Middle Tennessee and attendance at evening meetings and events. This position reports directly to the Director of Stewardship and Development.

AREAS OF RESPONSIBILITY INCLUDE

- Focus on individual fundraising efforts.
- Represents the Diocese of Nashville in a positive manner at all times, including working with staff, volunteers, and vendors.
- Event Material Oversight: Works with vendors and other offices to develop materials related to the Annual Appeal including external communications, printed event materials (including but not limited to signage, programs, nametags, etc.), event scripts, social media, and electronic communication strategies.
- In collaboration with the Director of Stewardship and Development and the Special Events Coordinator develops strategies for prospecting, mailings, campaigns, and marketing materials.
- Fundraising Events: Manages invite lists, donor recognition opportunities, works with parish staff and volunteers as needed.
- Data Entry and Management: acknowledgement letters, tribute recognition, gift entry, individual donor information entry and upkeep. Works at special events as directed including preparation, set-up, event execution and tear-down.
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- Carries out additional assignment required to fulfill the Mission of the Diocese of Nashville.

EDUCATION, EXPERIENCE AND QUALITIES:

- Bachelor's degree required.
- Minimum 2 years fundraising experience.
- Experience with direct mail appeals, fundraising event planning, donor database (Raiser's Edge preferred).

- Progressive experience in successful development programs and knowledge of “best Practices” in development.
- Ability to relate well and work effectively with multiple constituencies and audiences.
- Ability to work independently and collaboratively.
- Proven excellent stewardship skills including follow-through and extreme attention to details required.
- Excellent written and verbal skills.
- Proficient in Microsoft Office Suite

KEY COMPETENCIES:

Problem solving, strategic agility, informing, organizing, planning, priority setting, presentation skills, verbal and written communications, ethics and values, integrity and trust, customer focus, and confidentiality

For consideration, please use the following link to apply for the position and upload a resume and cover letter: <https://recruiting.paylocity.com/recruiting/jobs/Apply/1505063/Roman-Catholic-Diocese-of-Nashville/Annual-Appeal-Coordinator>