

# COORDINATOR OF STEWARDSHIP AND DEVELOPMENT

*St. Patrick Catholic Community, Scottsdale*

St. Patrick Roman Catholic Parish is seeking an energetic and qualified practicing Catholic individual to fill the position of Coordinator of Stewardship and Development.

**Essential Job Functions** This position has the overall responsibility to plan, organize, initiate, maintain and evaluate a parish-wide stewardship and development program, while serving as a resource in cultivating a culture of stewardship to the parish community, staff, and ministries.

**Duties and responsibilities** include recruiting and developing both a Stewardship Council and a Development Committee, developing a parish culture of stewardship, developing goals and objectives for increased giving, researching potential grant opportunities, communicating with parishioners about stewardship of giving, praying and serving and development needs, conducting the annual parish Giving Campaign, and organizing the parish's participation in the annual diocesan Charity and Development Appeal.

**Knowledge, Skills and Abilities Required:** Must have basic knowledge of trends in the fields of Stewardship and Development; Ability to work under pressure with frequent interruptions; knowledge and understanding of planned giving and grant writing; skilled in the management of people, information and resources; computer literacy, excellent written/oral communication and interpersonal skills.

Compensation includes a competitive salary and benefits, including a pension plan. For a complete job description and to apply, please visit  
<https://recruiting.paylocity.com/Recruiting/Jobs/Details/2428286>