



**Diocese of Laredo  
Job Announcement**

Posting Date: **September 5, 2023**

**Application Deadline: Until Filled**

<b>Position:</b> Director of Stewardship and Development	<b>FLSA Status:</b> Exempt
<b>Minimum Requirements:</b> Bachelor’s Degree in Marketing, Development, Communications or related field. A proven fundraiser with five years of progressive experience and a verified record of success. Fully bilingual in English/Spanish with strong communication and writing skills. Advanced knowledge of grants management. Must be in full communion with the Catholic Church.	
<b>Start Date:</b> Immediate	<b>Location:</b> Chancery
<b>Position Status:</b> Full Time	<b>Work Schedule:</b> Mon-Fri., and as needed

**Position Summary:**

Establishes goals, objectives, strategies and procedures for all fundraising activities. Supervises centralized gift processing and donor relations. Supports diocesan ministries, parishes, and schools in stewardship and development activities. Takes a leadership role in directing diocesan-wide and community events. Promotes the work of the church and its ministries in order to encourage support for the Diocese of Laredo and its programs.

**Essential Duties, Functions and Responsibilities:** (complete job description available at the HR Office)

- Must support and engage in the sacred purpose, vision and core values of the diocese.
- Works directly with the bishop in formulating an aggressive stewardship and development plan.
- Coordinates all communication between the bishop/diocese and donors/grantors.
- Researches, writes, reviews, and edits grant requests and proposals to donors.
- Reviews and edits reports to granting agencies and ensures timely submission.
- Develops a major gifts program that includes cultivating relationships with individuals and groups.
- Prepares proposals and presentations to potential donors.
- Visits and communicates with parishes and groups to encourage support for development program.
- Prepares promotional materials for the annual Catholic Sharing Appeal campaign, including video, brochures and posters.
- Coordinates stewardship education programs, materials and events for parishes.
- Directs and supervises donor record keeping and financial accountability of all gifts to the diocese.
- Supervises department staff, provides guidance and leadership for success.

**Additional Knowledge, Skills and Abilities, Certifications or Licenses:**

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St.-Laredo, Texas 78043

(956) 727-2140

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***

**The diocese reserves the right to revise, rescind or extend this job announcement**