



# Diocese of Laredo Job Announcement

Posting Date: February 16, 2026

**Application Deadline: Until Filled**

<b>Position:</b> Development Project Coordinator	<b>FLSA Status:</b> Non-Exempt
<b>Minimum Requirements:</b> Bachelor’s Degree in Communications, Nonprofit Management, English or related field, preferred. Experience in project coordination, development, fundraising or nonprofit administration, preferred. Proven communication skills, written and oral in Spanish and English. Must have familiarity with the Catholic Church and its teachings. Computer skills, including knowledge of Microsoft Office and Excel. Ability to handle multiple assignments and meet deadlines. This role requires excellent organization, strong communication skills, and a team-oriented mindset.	
<b>Start Date:</b> Immediate	<b>Location:</b> Chancery
<b>Position Status:</b> Full-Time (40 hrs. per week)	<b>Work Schedule:</b> Mon-Fri., and as needed

**Position Summary:** The Development Project Coordinator supports stewardship, fundraising, and grant related projects of the Diocese of Laredo under the direct supervision of the Director of Stewardship and Development. The Coordinator manages timelines, documentation, and project logistics.

**Essential Duties, Functions and Responsibilities:**

- Coordinate development and grant projects as assigned by the Director of Stewardship and Development
- Research funding opportunities and compile findings for diocesan administration review
- Draft grant proposals, reports, and donor communications for final approval
- Manage project calendars, deadlines, and deliverables to ensure timely completion
- Gather program data, narratives, and financial information across diocesan departments
- Collaborate with finance staff on project budgets and reporting requirements
- Prepare progress updates and project reports for Director oversight
- Support diocesan campaigns, appeals, and special events
- Maintain accurate records, files, and tracking systems
- Communicate regularly with the Director regarding project status and priorities
- Protect confidentiality of funders, donors and diocesan information
- Follow diocesan policies, Code of Conduct, and mission values
- Promote teamwork and professional collaboration
- Perform other duties as assigned

**Additional Skills, Certifications or Licenses Required:**

- 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**