



DONOR RELATIONS + DEVELOPMENT COORDINATOR

J O B D E S C R I P T I O N

Role Overview

The Catholic Foundation is seeking an energetic self-starter for the Donor Relations and Development Coordinator, who serves a vital role in advancing the mission of the Diocese and the Catholic Foundation through donor engagement, stewardship, fundraising, and relationship building. This position works closely with the CEO of the Foundation and diocesan leadership to secure and sustain resources that support the Church's ministries, programs, and long-term vision. The ideal candidate is passionate about the mission of the Catholic Church, possesses strong communication and organizational skills, and is committed to building meaningful relationships rooted in trust, service, and philanthropy. This role offers a unique opportunity to directly support the Bishop's vision for ministry and help strengthen the long-term vitality of the Catholic Church across the Diocese. Primary responsibilities include coordinating the Bishop's Appeal, donor cultivation, grants, and key fundraising initiatives that strengthen the vitality and sustainability of ministries across the Diocese.

Essential Job Duties

- Cultivate and steward donor relationships through personal outreach, meetings, events, and ongoing communication in collaboration with the Foundation development team.
- Coordinate the annual Bishop's Appeal, ensuring strong alignment between donor engagement, diocesan priorities, and the mission of the Church.
- Support the growth and advancement of the Catholic Foundation and diocesan ministries through relationship-centered fundraising strategies and donor engagement initiatives.
- Support the growth, advancement, and execution of the annual St. Joseph's Dinner in collaboration with the event planning committee and Foundation leadership.
- Research, write, and coordinate grant proposals and reports for diocesan ministries and initiatives to secure philanthropic funding opportunities.
- This position does not include direct supervisory responsibilities.

Knowledge, Skills, and Abilities

- Bachelor's degree required with a minimum of two years' experience in development or a development-related field.
- Required to have excellent presentation, verbal, and written communication skills and be goal oriented.
- Must be a practicing Roman Catholic in good standing with the Catholic Church.
- Proficiency in establishing trust with potential donors.
- Accuracy and attention to detail in data entry
- Resourcefulness in recruiting volunteers
- Experience with donor management software, CRM systems, and constituent databases preferred.
- 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, carry out multiple tasks and meet deadlines.
- Must successfully complete the Diocesan Safe Environment Training, including a criminal background check.





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Work Schedule and Benefits

- The work schedule is 35-40 hours per week. Monday-Friday, 8:30 am-4:30 pm. Occasional evening and weekend work required for events, donor meetings, and Foundation activities.
- Competitive compensation and generous benefits, including but not limited to health, dental, wellness, retirement plan, paid leave, and extensive holiday pay.
- Salary to be commensurate with education and experience.

For consideration, please submit a cover letter, including salary requirements, and a resume to aponson@htdiocese.org. Additionally, please apply online. Please include the Donor Relations and Development Coordinator in the subject line.

Applications are now being accepted until June 26, 2026, or until the position is filled.

The Catholic Foundation are Equal Opportunity Employers and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

**The Foundation, in its sole discretion, reserves the right to require a "practicing Catholic" to be a qualification for a position*

