

**Archdiocese of Louisville**  
**Position Description**

Agency:	Office of Mission Advancement	Number Supervised:	0
Position:	Coordinator for Annual Giving & Stewardship	Status:	Exempt
Reports To:	Director of OMA	Minimum Hours/Week:	40

**Position Summary**

The Coordinator for Annual Giving & Stewardship serves as the lead person for the annual Catholic Services Appeal of the Archdiocese of Louisville and is the lead person for assisting parishes with stewardship programs.

**Primary Duties and Responsibilities**

1. The Coordinator serves as the lead person for the Catholic Services Appeal and will:
  - Collaborate with senior archdiocesan staff, agency directors, clergy, and volunteers in developing Appeal themes and engagement strategies to promote giving to the annual Appeal
  - Establish timelines for planning, conducting, and evaluating the Appeal
  - Provide training and support for pastors and parish Appeal teams
  - Coordinate bid proposals and evaluate bids from vendors for Appeal materials
  - Organize and carry out donor cultivation activities
  - Assist senior staff with identifying and cultivating major gift donors
  - Prepare annual Appeal related letters and print materials
  - Coordinate the procedures for receiving, recording, acknowledging gifts and pledge reminders
  - Provide reports and information to archdiocesan leadership and parishes regarding CSA
  - Organize and carry out donor cultivation activities including receptions, dinners and other events
  - Serve as point person for constituents regarding CSA including problem solving, information updates and inquires
  - Develop goals for CSA that meet Archdiocese budgetary needs and are attainable for parishes
2. The Coordinator will be lead person in assisting parishes with their stewardship programs by:
  - Providing consultation and training services for Catholic stewardship
  - Assisting parish staff and committees with stewardship awareness and understanding
  - Assisting with automatic giving options
3. Additional duties, assignments, and projects as directed

**Qualifications & Skills**

- Knowledge of the theology of Catholic stewardship
- Experience with non-profit development practices, annual fund drives, and/or capital campaigns
- Knowledge of Microsoft Office programs and database applications, proficient in Excel.
- Appropriate academic degree or equivalent experience in church or non-profit development work
- Ability to work evenings and weekends as needed
- Ability to travel within the 24 county area comprising the Archdiocese of Louisville
- Excellent oral and written communication skills
- Highly detail oriented with exceptional organizational and analytical skills
- Ability to meet deadlines and work with minimum supervision
- Ability to work in a collaborative environment with colleagues and volunteers