

**Development Coordinator**  
**Development Department**  
**Downtown Chancery**  
1700 San Jacinto St  
Houston, TX 77002

**SUMMARY:**

The Development Coordinator will work closely with the Director and Associate Directors to support the overall fundraising efforts and events of the Archdiocese with an emphasis on annual appeals, coordinating grants, and the communication (written, verbal and online) efforts of the Development Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Promote and communicate the mission and activities of the Archdiocese especially those of the Development Department.
- Draft communications and create materials as needed for appeals and events of the Development Department.
- Develop and Manage social media content for Diocesan events and Annual Appeals.
- Manage the Development sections of the Archdiocese of Galveston-Houston website and *Choose Catholic Schools* web page. Work closely with the Development team to maintain campaign web page content and design.
- Assist with preparations for and provide on-site support of Development campaign functions, events and activities.
- Play an active role in donor stewardship by managing major gift acknowledgements and communicating directly with donors.
- Maintain minutes and committee reports of campaign and Development Board meetings.
- Solicit monetary and in-kind gifts from assigned prospects.
- Working knowledge of fundraising principles and techniques, as well as successful experience in working with volunteers and donors.
- Working knowledge of software including Microsoft Office and Adobe products such as InDesign.
- Strong interpersonal and exceptional communication and organizational skills, ability to prioritize as well as be able to multi-task and arrange ongoing projects.

**EDUCATION AND EXPERIENCE**

- 1-3 years Development, Public Relations, Communications, Graphic Design or related work experience preferred.
- Occasional early morning/ evening/ weekend work required
- Ability to lift/carry 25 pounds
- Familiarity with the Catholic Faith
- Undergraduate degree preferred
- Bilingual English/Spanish preferred

Suitable candidates should send a cover letter, salary requirements, and resume to [resume@archgh.org](mailto:resume@archgh.org) reference "Development Coordinator" in subject line.