

Communication and Development Coordinator Holy Rosary Catholic Church and School

1416 George Street
Rosenberg, TX 77471

Summary:

Through effective communication and marketing, the Communications and Development Coordinator helps to create and manage print and electronic media for Holy Rosary Catholic Church and School as well as coordinate the fundraising and special activities of the school. The Communications and Development Director must be a practicing Catholic in good standing with the Church and in support of Catholic teachings, rituals, and traditions. It is imperative that you maintain the level of confidentiality associated with this position.

Areas of Responsibility

HOLY ROSARY CHURCH OFFICE DUTIES:

Printed Materials

- Compiles submissions, writes and edits the parish bulletin; submits in a timely manner to the bulletin publisher
- Coordinates graphic design for communication materials
- Designs and facilitates the production of brochures, posters and other materials
- Assists other staff with Communication Items as needed

Electronic Media

- As Webmaster for the parish, manages and updates the parish website and provides assistance for staff and ministries on their parish website pages
- Administers effective social media presence for the parish on Facebook, Instagram, Twitter
- Writes weekly Flocknote messages to parish and as needed

Responsibilities

- Ensures communications to the members is consistent and accurate across all platforms
- Develops and communicates the parish mission and vision to the parish and community
- Coordinates with all departments the communication plan of the parish
- Works with parish ministries to communicate their events, activities and vision
- Promotes and advertises Parish activities (i.e. Lent/Triduum/Easter, Christmas liturgy information, Parish Reconciliation Services, Parish Lenten and Advent Missions, guest speakers, ministry events, etc.)
- Ensures Holy Rosary Catholic Parish's brand is consistently communicated throughout our parish community and beyond
- Guides the staff to effectively promote programs and provide overall expertise to further the brand and vision of Holy Rosary Catholic Parish
- Turn in Budget to be approved and follow throughout year
- Supervisory Responsibilities: None
- Other duties as assigned

HOLY ROSARY CATHOLIC SCHOOL DUTIES:

Summary:

The Communications and Development Coordinator is responsible for the efficient and accurate management of the school's development goals and must demonstrate knowledge of development, marketing, fundraising, accounting, technology use, advancement of the school's mission and philosophy, and the operations of the school. This position has access to information that requires ability to maintain confidentiality. This position requires a practicing Catholic in good standing with the Church.

Duties:

- Oversee the operations of Communications and Development
- Create letters and materials, including the Annual Report and Annual Fund Drive materials, as well as marketing materials
- Work with volunteers that are involved in school fundraising efforts and coordinate efforts of all groups to streamline fundraising by the school
- Manage auction issues as volunteers work with the Development volunteers to plan, organize, and host our annual auction gala, the school's largest fundraiser
- Facilitate activities for National Catholic Schools Week

- Oversee efforts and coordinate with the Archdiocesan Development Office to fully engage in the Steps for Students fundraiser for Tuition Assistance
- Communicate with the community, utilizing social media effectively
- Maintain the Development page of the school's website
- Arrange for school publicity in local newspapers and church bulletins, especially during National Catholic Schools Week
- Develop and coordinate alumni relationship efforts
- Distribute an annual newsletter for donors
- Provide for donor plaques and acknowledgement efforts
- Create and send out annual tax receipts to donors
- Facilitate parish outreach with parishes that send children to school
- Work in communion with the Social Concerns Ministry of the parish for service projects
- Research, write and follow up on grant requests to foundations in coordination through the downtown development office
- Implement new ideas for improving the image of the school and work with the Advisory School Council to assist in the implementation of the school's marketing ventures
- Send out weekly email blast to keep all staff and parents well informed
- Strive to keep open and prompt communication with staff, community, and students
- Take advantage of opportunities to further professional growth
- Keep abreast of developments in technology, fundraising, marketing, and accounting
- Supervisory Responsibilities: None
- Other duties as assigned

Professional Growth/Performance

- High energy, maturity, and leadership
- Sincere commitment to work collaboratively with all constituent groups, including staff, parish leaders, parents, parishioners, vendors, media and community
- Self-starter, able to work independently; enjoys creating and implementing new initiatives; deadline driven; can manage multiple projects simultaneously
- Current on latest developments in communication, social media, graphics and marketing
- Maintains professional and positive attitude, appearance and manner

Required Knowledge and Skills

- Bachelors degree in marketing, communications, and/or relevant business experience
- Excellent writing/editing and verbal communication skills
- Proficient in MS Office; skilled in graphic design, Adobe CS, InDesign a plus
- Experienced in website design and maintenance preferred
- A strong track record as an implementer who thrives on managing multiple priorities
- CMG Connect Safe Haven Certified

Working Conditions

- Full time, 40 hours per week: 20 hours Holy Rosary Church Office/20 hours Holy Rosary Catholic School, 12 month position
- Evening and weekend work may be required

Interested Candidates should Email Resume to aswallers@hrccr.com with Subject Line: Communications and Development Coordinator – Job Application