



# THE ARCHDIOCESE OF GALVESTON-HOUSTON

## Development Coordinator

The Archdiocese of Galveston-Houston, led by Daniel Cardinal DiNardo, is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes and we participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people to be responsible members of the community and we do all this in the name of our Lord, Jesus Christ. Today, more than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston

### **Summary:**

The Archdiocese of Galveston-Houston is seeking eligible candidates for the position of Development Coordinator in the office of Development. This full-time, benefits eligible position reports to the Director of Development and supports the development and stewardship activities of the Archdiocese at the downtown Chancery Offices of the Archdiocese of Galveston-Houston.

This position provides support of all campaign and events and will focus on efforts for our Catholic schools and Archdiocesan annual appeal. This position has a significant role managing the annual Steps for Students 5K Run/Walk and creating collateral materials and communications for departmental efforts. In addition, the coordinator will cultivate and solicit select donors.

### **Education/Experience Requirements:**

Undergraduate degree with one to three years of applicable Development, Marketing, or Communications experience. Position requires exceptional oral and written communication skills with a proven ability to work well with volunteers and donors.

Suitable candidates may submit a cover letter with minimum salary requirement\*, and resume to [resume@archgh.org](mailto:resume@archgh.org). Place Development Coordinator on subject line.

*Cover letters which do not include minimum salary requirement may not receive consideration.*