



THE ARCHDIOCESE OF GALVESTON-HOUSTON

Development Records – Stewardship and Engagement Manager

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, making it the diocese with the largest Catholic population in the state of Texas and the 12th largest in the United States.

Summary:

The Archdiocese of Galveston-Houston is seeking eligible candidates for the position of Stewardship and Engagement Manager in the office of Development and Stewardship. This full-time, benefits eligible position reports to the Director of Development and Stewardship, and is responsible for the creation and implementation of a comprehensive Stewardship formation and education program for parishes. This position supports development and stewardship activities of the Archdiocese at the downtown Chancery Offices of the Archdiocese of Galveston-Houston.

The Stewardship and Engagement Manager provides support of campaigns and events with a focus on efforts for that strengthen parishes and parishioner participation. This position has a significant role coordinating the annual Parish Stewardship and Engagement Conference, serves as liaison to the Stewardship Networking Group, creates Stewardship collateral materials and communications for departmental efforts, coordinates Stewardship speakers series, provides parish Stewardship planning consultation, and works to support the Archdiocesan Stewardship Advisory Council. In addition, the Manager will cultivate and solicit select donors.

Education/Experience Requirements:

Undergraduate degree with two 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 range requirement, and resume to resume@archgh.org. Please include **Stewardship and Engagement Manager** on the subject line.