

Development Coordinator

St. Anthony of Padua Catholic Church

The Woodlands, TX

PRIMARY FUNCTION

The Development Coordinator is a full-time position that reports to the Director of Parish Administration. It is responsible for overseeing the growth and development of our Parish community. For the planning, integration, and execution of Parish Development Initiatives.

- Embodies the principles of the Parish Mission Statement: To be Jesus' true disciple by serving the people of our Parish in a joyful way to build a welcoming, interconnected gathering of the faithful.

MAJOR POSITION RESPONSIBILITIES/ACTIVITIES

- **Strategic Planning:** Developing and implementing strategies to help the Parish grow in membership, sustainability, outreach, and impact. Supervise and guide the Development Council and its subcommittees.
- **Fundraising:** Planning and executing fundraising initiatives to support the Parish's operations, programs, future needs, and missions. Manage DSF Fund. Manage online giving.
- **Community Outreach:** Building relationships with the local community and identifying opportunities for the Parish to serve and make a positive impact.
- **Marketing and Communication:** Coordinating with marketing and communication departments strategies to promote the Parish's programs, events, and mission.
- **Event Leadership and Management:** Providing leadership and guidance to staff and volunteers, and overseeing their events and development. Managing Fellowship Sunday, Breaking Bread, Speakers, Major Event Planning.
- **Program Development:** Working with Parish leadership to develop and implement programs and initiatives that meet the needs of the congregation and community. Coordinate with Database manager on all aspects of Database and Planning Center.
- **Parish Growth and Membership Development:** Implementing strategies to attract new members and retain existing ones, and fostering a sense of belonging and engagement among members.
- **Collaboration and Partnerships:** Collaborating with other Parishes, organizations, and community groups to maximize impact and reach common goals.
- **Administration and Compliance:** Ensuring that the Parish operates in compliance with legal and regulatory requirements, and managing administrative tasks as needed.
- **Vision Casting:** Communicating a compelling vision for the Parish's future and inspiring others to join in fulfilling that vision.

TEAM RESPONSIBILITIES

- Maintain communication with the Parish Staff and attend Department meetings as needed.
- Attend Parish Staff meetings and retreats as scheduled.
- Accept additional projects as needed.

POSITION SPECIFICATIONS/REQUIREMENTS

The Development Coordinator is expected to have capabilities in: Parish Development, Fundraising, Database, Communication, & Administration.

Email Resumes to employment@ap.church