



THE ARCHDIOCESE OF GALVESTON-HOUSTON

Development Department – Associate Director of Development and Stewardship - Catholic Schools

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 **Associate Director of Development and Stewardship - Catholic Schools** in the Development and Stewardship Department. 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 advancement plan to meet the financial needs of the Network of Catholic schools in the Archdiocese of Galveston-Houston. The Associate Director collaborates with the Catholic Schools Office, Pastors and Principals and the Development Department to identify the funding priorities and opportunities for schools and plays a crucial role in advancing the mission of Catholic education by securing the resources and support to ensure the success and accessibility of Catholic schools in the archdiocese. This position supports development and stewardship activities of the archdiocese from the downtown Chancery Offices of the Archdiocese of Galveston-Houston at 1700 San Jacinto St., Houston, TX 77002.

The **Associate Director of Development and Stewardship - Catholic Schools** has a significant role overseeing *The Cardinal's Circle* giving society, annual *Supporting Excellence in Education* campaign, coordinates the annual *A Pattern of Hope Luncheon*, provides advancement and enrollment marketing consultation to schools, plans and implements annual advancement and development workshops for schools, collaborates with the grant writer to solicit support for tuition assistance and other projects, cultivates, stewards and solicits donors and creates multi-channel marketing pieces to tell the good news of Catholic education in the Archdiocese of Galveston-Houston.

Education/Experience Requirements:

Undergraduate degree with a minimum of three to five years of applicable Development, Marketing, or Communications experience. The position requires exceptional oral and written communication skills with a proven ability to build strong relationships with donors and stakeholders, strong organizational and project management skills, and a proven track record of securing major gifts.

Suitable candidates may submit a cover letter with minimum salary requirement and resume to resume@archgh.org. Please include **Associate Director of Development-Catholic Schools** on the subject line.