



**CATHOLIC
ARGOS**

9945 Hillview Drive, Pensacola FL, 32514

DEVELOPMENT COORDINATOR

Location: Pensacola, FL
Position Type: Part-Time (10 hours/week)
FLSA: Hourly, non-exempt
On-site or Remote
Reports to: Director of Campus Ministry

Catholic Campus Ministry (CCM) is seeking a mission-driven, organized, and creative Development Coordinator to join our dynamic ministry team. This part-time position plays a vital role in advancing our mission to form young disciples of Jesus Christ on campus by strengthening donor relationships, engaging alumni, and expanding our community partnerships.

Key Responsibilities

- Coordinate the Annual Fund and giving campaigns, including Giving Tuesday, the Winter giving appeal, Argos Day of Giving, and our annual fundraising banquet.
- Cultivate and steward relationships with donors and benefactors, especially Alumni.
- Build and maintain alumni engagement efforts, including communications and our annual Alumni events.
- Research and apply for relevant grants and funding opportunities.
- Develop partnerships with local parishes, Catholic organizations, and businesses.
- Support the planning of fundraising events.

Qualifications

- Strong communication and interpersonal skills.
- Highly organized and proactive with attention to detail.
- Experience in fundraising, marketing, or nonprofit development preferred (1–3 years accepted)
- Practicing Catholic with a commitment to the teachings of the Catholic Church.
- Familiarity with campus ministry and the spiritual formation of young adults is desired.
- Proficiency with CRM tools or donor databases is a plus (Training is offered).

Terms & Compensation

Terms: Part-Time (10 hours/week) On-site or Remote.
Experience: 1–3 Years
Education: Undergraduate Degree or relevant experience
Base Pay: \$35/hr

About the Employer

Catholic Campus Ministry (CCM) at The University of West Florida serves as a spiritual home for college students seeking to grow in faith, community, and mission. Rooted in the teachings of the Catholic Church and under the Diocese of Pensacola-Tallahassee, our ministry provides opportunities for students to encounter Jesus Christ through the Sacraments, prayer, service, and authentic fellowship. We form disciples prepared to live their faith boldly in the world. With a vibrant presence on campus and support from donors, CCM continues to thrive as a place where faith flourishes and vocations are nurtured.

To Apply:

Please submit a cover letter and resume to Rev. Raymond Herard, herardr@clergy.ptdiocese.org

Applications will be reviewed on a rolling basis until the position is filled.