



SAINT LOUIS de MONTFORT  
Catholic Community

## EMPLOYEE JOB DESCRIPTION

**Job Title:** Coordinator of Stewardship, Development and Marketing

**Reports To:** Director of Operations

### General Summary of the Position:

The Coordinator of Stewardship, Development and Marketing is responsible for creating and directing strategies which drive our stewardship initiatives and promote the advancement of our Parish and School.

### Essential Functions:

Establish an effective working relationship with staff, parishioners and outside organizational leaders to deliver on three main areas of the role:

1. Stewardship
  - Lead annual stewardship drives (Parish and Catholic Ministry Appeal) and other parish fundraising efforts
  - Oversee the efforts of our Stewardship/Tithing Committee
  - Collaborate with Diocesan resources to provide effective communication and results.
  - Prepare budgets and assist Accounting with monitoring contributions.
  - Assist the Pastor in delivering effective communications around the request for and results of donor contributions.
  - Identify and/or assist with grant writing opportunities.
2. Development
  - Develop and nurture relationships with top supporters of the parish and school.
  - Oversee marketing efforts tied to school alumni and families; promote activities and advancement opportunities.
  - Develop and implement comprehensive strategies to maximize school enrollment and student retention, including open house and enrollment programs.
  - Contribute pertinent information for the parish bulletin, website and both the parish and school newsletters.
3. Marketing
  - Drive strategies to promote and maximize school and parish family participation in:
    - a. Corporate Match Program
    - b. Choice Voucher and Scholarship Granting Organization (SGO) programs
    - c. Planned Gifts, Education Endowments and other tax advantaged programs
    - d. Mardi de Montfort, Walkathon, Fall Festival and other parish fundraising events

Love God. Make Disciples. Serve Christ in the World.



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### **Knowledge, Skills, Abilities and Other Characteristics:**

- College degree (preferred marketing or communication emphasis); strong written, verbal and communication skills.
- Two or more years of marketing, program development and/or fundraising experience.
- Knowledge of stewardship principles practiced within the Catholic Church.
- Practicing Catholic in good standing, committed to upholding Catholic Church teachings.

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