

**Donor Relationship and Development and Stewardship Events Officer**  
**Development and Stewardship Department**  
**Downtown Chancery**  
1700 San Jacinto St  
Houston, TX 77002

**SUMMARY:**

The Donor Relationship Officer of Development and Stewardship is a full-time, exempt employee who works closely with the Director and other Associate Directors to create and implement the development and stewardship plan for the archdiocese, works to cultivate and strengthen relationships with donors, community, and corporate supporters, priests, lay leaders and prospects to ensure the financial viability of the local Church. The primary responsibility of this position is the cultivation of long-lasting relationships with major donors, supporters, lay leaders, priests, and prospects to ensure the financial stability of the local Church. Responsible for timely and accurate reporting, constituent stewardship, and prospect analysis necessary to plan and implement donor engagement in the archdiocese. Responsible for the creation of donor impact articles and overall campaign marketing. The Donor Relations Officer will participate in all Development and Stewardship Department activities and will also participate in visioning and goal setting for the Development Department.

The Donor Relations Officer is required to convey the Church's message and to assist in carrying out the Church's mission. The Donor Relations Officer is required to uphold the standards of the Catholic Church in his/her day-to-day work and personal life. All employees are expected to be persons of integrity and must conduct themselves honestly and openly, free from deception or corruption, and in a manner consistent with the discipline and teachings of the Catholic Church. Personnel are expected to follow rules of conduct that will protect the interests and safety of all, including the standards and policies set forth in the Archdiocesan Code of Conduct and other Archdiocesan Policies and Guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Identify, cultivate, solicit, and steward a portfolio of donors, focused on gifts of \$10,000 and above.
- Develop and execute individualized strategies to engage donors and align their philanthropic goals with the priorities of the Archdiocese.
- Conduct donor research and maintain accurate and timely records of donor interactions in the database.
- Design, plan, and coordinate annual events to cultivate, engage, and steward donors and prospects
- Create and implement a Catholic Professionals network and events to gather the faithful and cultivate donor connection with archdiocesan ministries.
- Create and implement an annual major gifts advancement plan in collaboration with the Director
- Collaborate with the Director of Development and Stewardship, the Archbishop, clergy, and other key stakeholders to coordinate donor engagement activities and events.
- Prepare compelling proposals, reports, and presentations to communicate the impact of donor contributions.
- Assist in the development and execution of capital campaigns, planned giving programs, and other fundraising initiatives.
- Represent the Archdiocese at donor meetings, parish events, and community gatherings.
- Stay informed about best practices in major gifts fundraising and Catholic philanthropy.
- Special projects as needed
- Other duties as assigned by Director of Development and Stewardship

## **QUALIFICATIONS:**

### Required:

- Practicing Catholic with a good understanding of the Catholic faith
- Strong understanding of Catholic values, traditions, and the mission of the Church.
- Undergraduate degree and 3-5 years of Development and Stewardship experience
- Thorough knowledge of stewardship and fundraising principles and techniques, especially in relation to securing major gifts
- Working knowledge of software including Microsoft Office, Raiser's Edge and Canva
- Excellent interpersonal and exceptional communication and organizational skills
- Ability to prioritize as well as be able to multi-task and arrange ongoing projects
- Ability of work both independently and collaboratively
- Occasional early morning/ evening/ weekend work required
- Ability to lift/carry 25 pounds

### Preferred:

- Bilingual English/Spanish

Suitable candidates should send a cover letter, resume, and salary range expectation to Human Resources at [resume@archgh.org](mailto:resume@archgh.org) reference "Major Gifts Officer - Development" on subject line.