

Diocese of Springfield
Annual Catholic Appeal & Funds Development Manager

The Diocese of Springfield is looking for an Annual Catholic Appeal (ACA) and Funds Development Manager to assist in the implementation of the Annual Catholic Appeal and other Diocesan development programs, as well as special projects under the direction of the Director of Catholic Communications.

Primary duties include

- working with Catholic Communications & Finance teams to handle all planning, design and marketing of the Annual Catholic Appeal
- coordination of the allocation of funds to external agencies through the Allocation Board
- assisting Catholic Communications with advertising and fund development
- assisting other departments as requested with fund development activities
- assisting Finance by facilitating allocation of Foundation Funds

Minimum Qualifications and Work Experience:

- Three years of development coordination experience, preferably in a non-profit organization
- Must have a sound working knowledge of the Catholic faith and church hierarchy, and it's teaching and traditions.
- Excellent oral and written communications.
- Ability to gain cooperation and manage projects through a variety of individuals and groups.
- Ability to organize and maintain records, files, event materials. Excellent organizational management skills.
- Must have a solid foundation working within the Microsoft office products, MS Word, Excel, and G-Mail, internet software, including social media as well as standard office equipment.

To Apply:

Send your resume, salary history, and cover letter to

Catherine Farr, Director, Human Resources, 65 Elliot Street, Springfield, MA 01102-1730