

Position Opening: Parish Development Director

St. John Paul II Parish and Good Shepherd Parish is seeking a Catholic in good standing for the position of a Parish Development Director.

This position is responsible for designing and implementing an annual stewardship program that promotes gifts of time, talent and treasure. Enhance parish offertory by educating parishioners on parameters of each program and inspiring their generosity.

A business-related bachelor's degree preferred or equivalent amount of work experience and education. Must have knowledge of, and commitment to, Christian teaching on stewardship, working knowledge of the Catholic Church, and a personal sense of spiritual growth. Must have a minimum 3-5 years combined experience and demonstrated success in directing the following: fundraising and development programs, sales, administration, marketing, and communications (print and electronic media). Must also possess proven leadership, organizational and collaboration skills with emphasis on planning and managing a variety of functions in both individual and team settings. Possess the ability to establish relationships with a variety of constituencies, including volunteers and prospective donors. Must be well-organized with attention to detail. Proficiency in Microsoft Office software required, familiarity with donor software helpful. Must possess excellent communication skills, including the ability to deal tactfully with the public and to handle projects and organize multiple tasks. Confidentiality regarding donor information and all office matters required.

Full job description is on the parish website www.stjp2carroll.org

Competitive compensation/benefit package including 401K.
Position available immediately and will remain open until filled.

Send cover letter with salary requirements, resume, and 3 professional references to:
Rachel Nepper, Director of Operations Email: rnepper@stjp2carroll.org

St. John Paul II Parish
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