

## **DIOCESAN ADMINISTRATION**

### **POSITION DESCRIPTION**

**POSITION TITLE:** Manager, Diocesan Development

**FLSA:** Exempt

**SECRETARIAT:** Development & Communications

**STATUS:** Full-time

#### **ACCOUNTABILITY:**

The Bishop of Manchester is the visible principal and foundation of unity in the particular diocese entrusted to him. In a unique and visible way, he makes Christ's mission present and enduring as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop employs suitable, chosen collaborators (clerics, religious, or lay people). He shares with them the apostolic mission and entrusts various responsibilities to them.

Each position employed in the Chancery helps to extend the ministry of the Bishop in particular ways as outlined in the position description. All employees of the diocesan administration assist the Bishop of Manchester in serving the parishes, schools and institutions of the Catholic Church in New Hampshire.

This position reports directly to the Cabinet Secretary for Development and Communications, is accountable to the Bishop of Manchester.

#### **POSITION OVERVIEW**

Position collaborates with the Cabinet Secretary of Development to launch and manage a successful annual Catholic appeal. Position manages the operations of the annual appeal, as well as other yearly campaigns and fundraising efforts for the Diocese of Manchester.

#### **ESSENTIAL JOB FUNCTIONS**

1. Manage annual appeal marketing production. Work with the Cabinet Secretary of Development and the Communications Director to develop marketing materials and marketing schedule for annual Catholic appeal. Conduct necessary research; draft and edit all materials including print and digital. Collaborate with communications team to coordinate design, print mailings to parishes, and digital postings
2. Works with pastors and parish staff/volunteers to coordinate yearly appeal schedule including in-parish activities
3. Manages direct mail and individual giving campaigns associated with annual appeal including pledge payment tracking and reminder notices, preparing donor letters, updating mailing addresses and running donor and major donor reports

4. Works with Finance Office and Development Data Assistant to coordinate appeal donation and remittance processing at lockbox, entry, and acknowledgements
5. Collects and stores parish registered household mailing list and contact information

### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED**

1. Bachelor's degree in Communications/Marketing, English, Business, Technology, or related field; 5+ years related work experience
2. A working knowledge of the Catholic Church, structures, and Church fundraising mechanisms; practicing Catholic in good standing with the Church is preferred
3. Intermediate Raiser's Edge user; advanced or experienced user preferred
4. Excellent ability to organize and coordinate activities with superb attention to detail
5. Outstanding verbal and written communication skills
6. Ability to represent Diocese at parish level
7. Proficient in use of Microsoft Office tools such as Access, Outlook, Word, Excel, and PowerPoint
8. Ability to travel throughout the state to parishes and locations for meetings as needed (when safe to do so)

### **ENVIRONMENT:**

1. Office or cubicle in clean, well-lit and environmentally comfortable area
2. Approximately seventy percent of time spent in Diocesan Administration building; thirty percent visiting and working with parishes across the state
3. Frequent hand manipulation in the use of office equipment, processing of paperwork, etc.; minimal physical activity such as twisting, bending, kneeling required
4. Other physical activity generally limited to moving from one area to another