

**St Benedict Catholic Church**  
Phoenix, AZ

**JOB DESCRIPTION: Stewardship and Engagement Coordinator**

Department: Reports To: Pastor  
Part-Time (25-28 hours a week)  
Hourly

The Stewardship and Engagement Coordinator supports the mission and fundraising activities of the parish and school through positive communications and engagement with parishioners, donors and prospective donors, accurate processing of donations, and support of all donation sources.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Contribute to a positive and professional organizational culture that promotes the Church's values, mission, and vision.

Assist and support the pastor and fund-raising and leadership team in researching and evaluating church giving records, demographics, and culture to build a pipeline for new high donor prospects from inside and outside of the organization's existing donor pool.

Identify and prioritize the donor cultivation and communication efforts, including scheduling meetings and organizing current and prospective donor visits, tours and events.

Provide excellent customer service, and respond in a timely manner to phone calls, emails, mail, and other communication from donors and the general public.

Work with the Office Manager to assure all capital campaign and fundraising monetary and in-kind donations are processed and reported correctly and maintain historical records.

Accurately prepare and send donor acknowledgements and communications (e.g., thank you letters/cards, donor packets, newsletters, reports, other) in a timely manner.

Become proficient at all aspects of the donor database, including data entry and report generation, with the ability to create reports and mailing lists, record all donation information and maintain communication records with donors.

Assist in reviewing performance of campaigns and evaluating performance of new donation sources (e.g., Text-to-Give, Email to prospects, Direct Mail, etc.)

Actively participate in speaking engagements in church and church groups.

Collaborate with the Communications Team on all aspects of communication and marketing including but not limited to: promoting our school, social media, live streaming, and media relations.

Assist with other duties as assigned by the Pastor.

### **Knowledge, Skills and Abilities**

Minimum 3 years of relevant fundraising experience, preferably in Church related organization.

Active practicing Roman Catholic who is in full communion with the Church.

Ability to articulate a clear understanding of the Catholic faith and to serve as a committed witness to its mission.

A team player. Ability to work in collaboration with other staff and groups.

Prior donor stewardship and database management experience with a solid understanding of the donor lifecycle.

A positive, can-do attitude with strong self-direction and a desire to take the initiative and ensure excellence.

Outstanding verbal and written communication skills, including public speaking.

Superior interpersonal and listening skills and the proven ability to develop and negotiate complex relationships and proposals in person and in writing with a diverse portfolio of donors as well as collaborate with colleagues.

Strong organizational skills; proven experience in project management.

Excellent time management skills with the ability to manage multiple projects simultaneously, while paying extreme attention to detail and accuracy.

Ability to meet deadlines and function effectively in an environment demanding a high-energy level, discretion, flexibility, and superior work.

Ability to handle sensitive information in a confidential manner and to tactfully handle stressful situations, negotiate and resolve conflicts, maintain confidentiality and to respect and observe organizational protocol.

Computer literacy: ability to use Windows-based software (Word, Excel, PowerPoint) as well as proficiency with donor and other Church database systems.

Some travel and weekend work may be required.

**Please send cover letter and resume to: [mlivens@stbenedict.org](mailto:mlivens@stbenedict.org)**