



## **Director of Mission Advancement & Development**

**Department:** Parish Administrative Offices

**Reports To:** Pastor

**FLSA Status:** Exempt

**Employment Status:** Full Time

**Location:** Holy Spirit Catholic Church, Atlanta, GA

Holy Spirit Catholic Church is a vibrant community united in our commitment to live out the Gospel in our lives. Located in northwest Atlanta, we are a parish serving approximately 2,000 households. Together, we are the hands, feet, and heart of Christ in the world. As the Body of Christ, we each play a role in bringing the Gospel alive, embodying Jesus's teachings, and building God's Kingdom. Visit our website - [www.hsccatl.com](http://www.hsccatl.com) - to learn more.

### **Job Summary**

The Director of Mission Advancement & Development leads and enhances the parish through fundraising efforts and strategic leadership. This individual will play a vital role in fostering relationships with parishioners and external partners to secure financial resources that support the church's mission and future growth.

The Director of Mission Advancement & Development will focus on three key areas:

- Cultivating relationships with the Catholic Foundation of North Georgia.
- Providing executive oversight for offertory initiatives, Archbishop's Annual Appeal and parishioner engagement.
- Leading capital campaign planning and execution.

In addition to development responsibilities, the Director of Mission Advancement & Development will collaborate with the Pastor and staff to identify and advance opportunities that support the long-term mission and vitality of the parish. Also, the Director of Mission Advancement & Development will provide leadership and vision in advancing the parish's mission through stewardship, engagement, and outreach.

## Key Responsibilities

1. Cultivating Relationships with the Catholic Foundation of North Georgia
  - Build and maintain strong partnerships with the Catholic Foundation of North Georgia to support the long-term financial stability of the parish.
  - Assist families in establishing endowed funds within the Catholic Foundation of North Georgia to benefit the church and its ministries.
  - Educate parishioners on planned giving options and legacy gifts to enhance parish financial sustainability.
2. Providing Executive Oversight for Offertory Initiatives, Archbishop's Annual Appeal and Parishioner Engagement
  - Collaborate with the Stewardship Manager and Pastor to develop and implement strategies to increase offertory giving and encourage stewardship.
  - Build relationships with parishioners, encouraging deeper financial engagement and participation in parish life.
3. Leading Capital Campaign Planning and Execution
  - Collaborate with the Pastor and parish leadership to plan and execute capital campaigns for building projects.
  - Develop campaign messaging, organize fundraising events, and engage major donors in supporting the parish's growth initiatives.
  - Coordinate donor recognition and appreciation efforts to maintain strong, long-term donor relationship.

The Director of Mission Advancement & Development will also perform other duties as assigned by the Pastor, working collaboratively with parish leadership to support the mission, priorities, and pastoral life of the parish.

## Qualifications

- Must respect and uphold the teachings of the Catholic Church.
- Bachelor's degree in Business, Communications, Nonprofit Management, or a related field.
- Minimum of 3-5 years of experience in fundraising, development, or stewardship within a nonprofit or faith-based organization is preferred.
- Exposure to donor database management systems preferred; experience with Blackbaud Raiser's Edge NXT a plus.
- Excellent computer skills with advanced working knowledge of Microsoft Office Applications (Word, Excel, Outlook and Power Point).
- Excellent presentation skills.
- Strong written and verbal skills.

- Strong relationship-building and communication skills.
- Experience with capital campaigns, annual appeals, and donor engagement strategies preferred.
- Knowledge of planned giving, foundations, and parish offertory programs is a plus.
- Ability to work collaboratively with clergy, staff, and volunteers.

### **Working Environment**

- This position will involve occasional evening and weekend work.
- The successful candidate must possess a valid driver's license and be able to submit to a Motor Vehicle Screening. Must have access to reliable transportation.
- The work week is generally 40 hours per week on a year-round basis; however, the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employees are subject to Personnel Policies and Procedures necessary for all personnel.
- The above statements are intended to generally describe the work being performed by the individuals holding this position. This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, the Pastor reserves the right to revise the job or require other tasks to be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

### **Contact**

For more information, please contact John Walsh, Director of Operations and Finance, at (404) 252-4513, extension 224.