



## Internal Development & Stewardship Manager

**Department:** Mission Advancement & Development

**Reports To:** Director of Mission Advancement & Development

**FLSA Status:** Non-Exempt

**Employment Status:** Part-Time (to start)

**Expected Hours:** 20–28 hours per week

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

### Position Purpose

The Internal Development & Stewardship Manager is responsible for the planning, coordination, and implementation of parish stewardship initiatives, with primary responsibility for the annual Offertory Campaign and parish coordination of the Archbishop's Annual Appeal. This role supports parish engagement, communication, and Offertory-related data tracking while upholding the mission and values of the parish and the Archdiocese.

### Essential Functions

- **Offertory Campaign Management**

Plan, implement, and manage the annual parish Offertory Campaign, including timelines, materials, parish communications, and follow-up activities.

Serve as the primary parish contact for Offertory-related questions and stewardship inquiries.

Track Offertory pledges, recurring gifts, and payments for internal planning and reporting purposes.

Coordinate Offertory donor acknowledgments in accordance with parish procedures.

- **Archbishop's Annual Appeal (Parish Coordination)**

Serve as the parish liaison for the Archbishop's Annual Appeal.

Coordinate parish-level communications and engagement efforts in collaboration with clergy and staff.

Monitor and report parish progress using reports provided by the Archdiocese.

Refer gift processing and detailed account inquiries to the Archdiocese as appropriate.

- **Stewardship & Parishioner Relations**

Support parish stewardship initiatives that encourage participation and sustained generosity.

Maintain professional, courteous, and service-oriented interactions with parishioners, volunteers, and staff.

Collaborate with clergy, staff, and volunteers to foster a culture of stewardship.

- **Data & Reporting (Offertory Only)**

Enter and maintain accurate Offertory-related records in the parish donor management system.

Prepare routine reports and summaries for parish leadership.

Ensure confidentiality, accuracy, and compliance with parish and Archdiocesan policies.

- Other duties as assigned by the pastor and/or the Director Of Mission Advancement and Development.

### **Qualifications**

Associate's degree or equivalent professional experience required; bachelor's degree preferred.

Experience in parish administration, stewardship, development, or nonprofit fundraising preferred.

Strong organizational skills, attention to detail, and proficiency with databases and spreadsheets.

Effective written and verbal communication skills.

Ability to work collaboratively in a parish environment.

Commitment to the mission and values of Holy Spirit Catholic Church.

### **Work Conditions & Expectations**

Part-time position with hours adjusted based on campaign and parish needs within the stated range. Occasional evening or weekend work may be required during peak campaign periods. Must comply with all parish and Archdiocesan employment policies, including safe-environment requirements.