



Development Coordinator

The Roman Catholic Diocese of Saint John (the “Diocese”) is recruiting for its first Development Coordinator.

The Diocese, led by the Holy Spirit through the Gospel and the Eucharist, is called to raise up disciples who are joyfully living out the mission, proclaiming the Good News of Jesus Christ, and making disciples of others. The Diocese serves over 88,000 Catholics dispersed over eight counties and three principal regions: Saint John, Fredericton, and Miramichi. The Diocese’s 60 churches are organized into 26 parishes served by 40 active and retired priests and a Diocesan clergy and lay team of 13.

Functionally accountable to the Bishop and administratively reporting to the Director of Finance and Administration, the Development Coordinator will develop and execute a strategy to cultivate and secure commitment to the Diocese and its parishes’ highest priorities for financial resources. The Development Coordinator will be responsible for designing and implementing the Diocese’s development and stewardship strategy and communications, cultivating and managing relationships with potential and existing donors, implementing and managing the donor management system, and working collaboratively with priests, parishes, and the Diocesan team to invite and enable them to step into the ministry of fundraising and stewardship.

As the ideal candidate you will bring:

- A diploma or degree in a relevant discipline.
- Experience in fundraising or support raising and in securing funds through a range of approaches and programs.
- Experience in conducting research, organizing and leading projects and in grant proposal writing and reporting.
- An understanding of the Catholic Church’s structure and values, and a fluency with Catholic theology related to fundraising practice, principles of donor management and stewardship.

You will possess:

- Energy and enthusiasm for the mission of the Church with the ability to share the joy of the Catholic faith with others in order to foster the gift of generosity.
- Innovation and creativity, and the ability to solve problems.
- Motivation, flexibility, and a willingness to take on challenges to completion.
- Organization, planning, research, presentation, and computer skills.

- Strong interpersonal skills, the ability to engage and motivate volunteers, and the ability to collaborate with a range of people and partners.
- An ability to set a workplan and to work independently and through others to achieve outcomes.
- A positive and enthusiastic outlook, strong interpersonal and communication skills and the ability to be persuasive, welcoming, warm and encouraging.
- Authenticity, humility, trustworthiness, and the ability to be a servant-leader who inspires others to join our charitable purposes through actions and giving.

This rewarding and meaningful permanent full-time position offers competitive salary and benefits based on experience. The Development Coordinator will work from the Diocesan offices located at 115 Villa Madonna Road Rothesay New Brunswick and will need to travel occasionally.

To express interest in this opportunity, please send a cover letter and resume to hr@dioceseofsaintjohn.org. The Diocese will begin to consider applications on July 18 and will continue until a candidate has been successfully appointed.