



# THE ARCHDIOCESE OF GALVESTON-HOUSTON

## Development Coordinator

The Archdiocese of Galveston-Houston, led by Archbishop Joe S. Vásquez, is a multicultural Church with active members from every continent of the world. We pray and celebrate in over 14 languages in 146 parishes and we participate in activities of social justice, support the good works of persons in other countries, prepare our children and young people to be responsible members of the community — and we do all this in the name of our Lord, Jesus Christ.

Today, more than 1.7 million Catholics live within the boundaries of the Archdiocese of Galveston-Houston, making it the diocese with the largest Catholic population in the state of Texas and the 12th largest in the United States.

### **Summary:**

The Archdiocese of Galveston-Houston is seeking eligible candidates for the position of Development Coordinator in the office of Development and Stewardship. This full-time position reports to the Director of Development and Stewardship and supports the development and stewardship activities of the Archdiocese at the downtown Chancery Offices of the Archdiocese of Galveston-Houston.

This position provides support of all campaign and events and will focus on grants and efforts for our Catholic schools and archdiocesan annual appeal. The Development Coordinator will have a significant role coordinating the annual Steps for Students 5K Run/Walk and creating collateral materials and communications for department efforts.

The coordinator will cultivate and solicit select donors.

### **Education/Experience Requirements:**

Undergraduate degree preferred with one to three years of applicable Development, Marketing or Communications experience. Position requires exceptional verbal and written communication skills with a proven ability to work well with volunteers and donors.

Interested qualified candidates should submit a cover letter with resume and salary requirements via email to [resume@archgh.org](mailto:resume@archgh.org). Please indicate job title on subject line.