



## CAREER OPPORTUNITY

**Title:** Parish Relations and Development Assistant

**Hours:** Full-time, 37.5 hours/week, Non-Exempt

**Brief Description:**

Serves as a bridge to parishes throughout our service region to elevate CSSMV awareness, access to services and engagement with parishioners, donors, and volunteers. Provides administrative support to the Department of Development and Marketing and associated committees.

**KEY RESPONSIBILITY AREA MAIN DUTIES (Not all inclusive)**

**I. Parish Relationships (40%)**

- Work to become “the face” of CSSMV to parishes, by cultivating relationships with pastors, church administrators and priests throughout the CSSMV service area to ensure they know who their direct contact is if they have needs for our services or have volunteers looking for projects.
- Provide regular communications to parish staff so they are knowledgeable about the programs and services CSSMV has available for their parishioners, students, and neighbors, including volunteer opportunities, through the bulletin with SVdP, Facebook communiques (Lenten Love in Action and other relevant campaigns), and other social media.
- Share and collaborate with CSSMV program managers on parish engagement opportunities such as in-kind parish drives, parish volunteer opportunities, CSSMV hosted parish engagement events, and current CSSMV volunteer recruitment opportunities.
- Maintain a current mailing list of parish contacts.

**II. Administrative Support (40%)**

- Maintain current Development Committee and special event committee rosters and contact information.
- Maintain Development shared folder and ensure that department electronic and hardcopy files are properly categorized, stored, and updated.
- Track and manage grant calendar.
- Provide administrative assistance to Development and Marketing staff, as directed.

**III. Teamwork and Professional Growth (15%)**

- Participate in monthly staff and department meetings, annual strategic planning retreats, and agency staff meetings/trainings.
- Actively participate in professional development by attending workshops and trainings.
- Attend and provide staffing support at all major events at the agency.
- Accept accountability for responsibilities, tasks, and actions.
- Take responsibility for bringing issues and goals to supervisor.
- Demonstrate a “team player” attitude and approach to daily work relations.
- Complete assignments in an error-free and timely manner.

#### IV. **Reporting** (5%)

- Set, maintain, and report calendars of meetings, appointments, and calls.
- Provide updates of projects and related activities to supervisor.
- Assist in relationship record management in collaboration with the database coordinator, as needed.
- Conduct donor and prospect research for funding and stewardship opportunities.
- Responsible for applying for the CFC Campaign funds annually.

#### **Minimum Requirements:**

- Associate degree in marketing/administration/business/Pastoral preferred
- Experience or understanding of Catholic Church structure
- Experience with Microsoft Word, Excel, and Outlook preferred; familiarity with creative software such as Canva and donor databases such as Raiser's Edge/Blackbaud
- Ability to interact and work with a diverse population in a professional manner; ability to treat all clients with dignity and respect; experience dealing with the public
- Ability to organize and prioritize work and execute it efficiently and accurately
- Ability to operate general office equipment: copier, postage meter, printers, label makers, etc.
- Possess positive negotiation and assertiveness skills
- Ability to handle confidential information appropriately
- Commitment to CSSMV's mission and goals

*Interested candidates should send a resume with salary requirement to:  
Human Resources, Catholic Social Services of the Miami Valley  
922 W. Riverview Ave., Dayton OH 45402  
or e-mail to [jobs@cssmv.org](mailto:jobs@cssmv.org) or fax to 937.222.6750*