

Diocese of Owensboro – Associate Director of Annual Appeals & Special Events

The Diocese of Owensboro has a job opportunity for a *Full-Time Associate Director of Annual Appeals and Special Events*. This position is located at the McRaith Catholic Center in Owensboro, KY. The Diocese encompasses 78 parishes and 17 schools in western Kentucky.

Position Summary: This position assist parishes and the Diocese on programs that encourage financial stewardship from parishioners to meet operational and capital needs.

Qualifications and Duties

- Bachelor's degree, preferably with a degree in marketing, public relations, business management or related field.
- A practicing member of a Catholic parish with personal acceptance/practice of stewardship as a way of life.
- Preferred prior fundraising experience with strong understanding of fundraising and philanthropic activities.
- Ability to maintain confidentiality in all aspects of job.
- Proficiency with Microsoft Office Software.
- Capable of speaking to small and large groups and interacting professionally within these groups.
- Capable of multi-tasking, organization and prioritizing work.
- Professionalism and courtesy in all dealings with the McRaith Catholic Center staff, diocesan and outside clientele.
- Possess excellent verbal and written communication skills.
- Successfully complete a criminal history and background check.

Contact Details

The Diocese of Owensboro is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter to:

Email: Diocese.hr@pastoral.org

Online: www.owensborodiocese.org/human-resources/