

# Holy Name Catholic Church

## Position Description

**Title:** Outreach and Development Coordinator  
**FLSA Status:** Non-Exempt - 16 hours per week  
**Reports to:** Pastor  
**Prepared date:** April 1, 2024  
**Resumes:** [holynamechurchnashville@comcast.net](mailto:holynamechurchnashville@comcast.net) or 521 Woodland Street, Nashville, TN 37206

### Job Summary:

The Outreach and Development Coordinator models the ideals of Pope Francis through being actively engaged in evangelization by proclaiming God's love to the community of East Nashville. Fosters and seeks financial support for the ministries and needs of the parish, enabling the parish to serve its members and the community.

### Essential Duties & Responsibilities include the following:

#### Outreach:

1. Cultivates relationships with and interacts with area agencies/organizations within East Nashville to make them aware of the presence of the parish within the community and its activities.
2. Every three to four weeks, reaches out by phone and/or letters to the parishioners of the parish who are homebound, letting them know that they have not been forgotten and that they are loved and being prayed for. Documents conversations to maintain up to date information on parishioners.
3. Identifies members of the parish who are not involved in parish activities or ministries. Reaches out to them through phone calls and/or letters and electronic means, informing them of needs that the parish has and inviting their participation.
4. Through mailing campaigns and word of mouth, invites the neighbors of the East Nashville community to worship at Holy Name Catholic Church.

#### Development:

5. Under the direction of the Pastor and the Finance Board, plans fundraising activities to benefit specific projects for parish building and grounds maintenance needs.
6. Collaborating with the Parish Council and operating within the mission of the parish, plans fundraising activities to benefit specific ministries within the parish.
7. Helps to identify volunteers to assist with fundraising efforts.
8. Writes and sends acknowledgements of thanks to contributors, including those for tax purposes.
9. Maintains spreadsheets of fundraising projects, timelines, volunteers, donations, etc.
10. Performs other duties as assigned by the Pastor.

#### Other:

Answers the phone and greets visitors in the parish office in the absence of the parish secretary.

#### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Supervisory Requirements:**

None except for providing direction to adult volunteers.

**Education and/or Experience:**

1. High School diploma or equivalent.
2. College degree in Marketing or Public Relations strongly preferred.
3. Prior experience in fundraising strongly preferred.
4. Knowledge of Catholic social teaching and interest in social ministry and advocacy.
5. Knowledge of the community of East Nashville.

**Additional Skills or Requirements:**

1. Passion for following the social and evangelistic teachings of Pope Francis.
2. Effective communication skills, especially listening skills.
3. Good interpersonal skills.
4. Organizational skills, e.g., time management, delegation, and administration.
5. Self-motivated with willingness to work under general direction and supervision.
6. Financial acumen for record keeping.
7. Proficiency in the use of computers including internet, email, and Microsoft Office products, particularly Word, Excel, and Publisher.
8. Willing to submit to and satisfactorily complete a criminal background screening.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, bend over, reach with hands and arms, use hands to feel objects with tools or controls, talk, and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Holy Name Catholic Church is a smoke free facility.

**Work Schedule:** Will be discussed with applicant directly.