

Diocese of Gaylord

611 W. NORTH STREET - GAYLORD, MI 49735 - 989.732.5147



Job Openings

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Stewardship Specialist

Category: Diocesan Opening

Diocese of Gaylord

Status: Full Time

Education Requirement: Associates Degree in Marketing

Description:

The Diocese of Gaylord is looking for a person to fill a full-time Stewardship Specialist position at the Pastoral Center in Gaylord. This position helps parishes and the diocese in fundraising endeavors such as grant writing, CSA and other development projects that already exist or may represent new opportunities. The successful candidate will work closely with the finance department and provide support and create new avenues to increase CSA contributions in parishes, write grants for parishes and the diocese that support the various initiatives of parish and diocesan functions, supply support to parishes in specific fundraising programs and manage and build development efforts for the Diocese.

The candidate should have a minimum or the equivalent of an Associate's Degree in Marketing, Public Relations and/or Fundraising, as well as three to four years of experience in fundraising activities and grant writing. This position requires excellent communications and public relations skills to deal with a wide variety of positions across the diocese. Knowledge of the structures and functions of the Catholic Faith is helpful. Valid Michigan driver's license is also required.

Please submit cover letter, resume; along with Diocese Job Application found at:
[www/dioceseofgaylord.org](http://www.dioceseofgaylord.org) - Job Opportunities.
 Or by mail to Gerri Puzon, Diocese of Gaylord,

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