

Associate Director
Development Office

The Diocese of Joliet Development Office is seeking to hire an Associate Director. The Associate Director will be responsible for general oversight of the Catholic Ministries Annual Appeal and coordinating its logistics. This position includes responsibility for: coordination with parishes; the direct mail and gift solicitation; the Appeal's data management and stewardship of donors; and coordination with internal and external partners to ensure all aspects of the Appeal are coordinated effectively. A Bachelor's Degree in Fundraising, Nonprofit Management, Marketing, Business, Public Relations or related field is required. This is a full time position with benefits. To apply for this position, please email resume with cover letter and salary history to: humanresources@dioceseofjoliet.org

To view a full job description, visit: <http://www.dioceseofjoliet.org/hr/listjobs.php>