

Pastoral Assistant Faith Formation 1 - Salary

Job Details

Job Location
Tacoma, WA
Secondary Job Location(s)
0139 St. Charles Borromeo Parish, Tacoma - Tacoma, WA
Position Type
Full Time
Salary Range
\$50000.00 - \$55000.00 Salary/year

Description

Develops, implements, and directs Faith Formation Programs for specified groups and assists with Sacramental Preparation Program.

II. ESSENTIAL POSITION DUTIES:

- A. Develops, plans, and directs the Faith Formation programs for children and/or adults.
- B. Assists in coordination of Sacramental Preparation programs (OCIA for youth or adults, infant Baptism Children's Sacraments, Adult Confirmation, Eucharist, Reconciliation).
- C. Leads or attends planning meetings related to faith formation events, objectives, strategies and goals.
- D. Prepares for and teaches classes in specified areas.
- E. Recruits, trains motivates and provides general and specific direction to volunteers involved with faith formation activities and programs.
- F. Maintains inventory of educational supplies and re-orders as appropriate.
- G. Performs other duties as assigned.

Qualifications

Must have Bachelor's Degree in Faith Formation or related field - or equivalent professional experience.

Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, certain degrees and certifications.
Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, vacation and holidays.

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Development Coordinator - Salary

Job Details

Job Location

0145 St. Leo Parish, Tacoma - Tacoma, WA

Position Type

Full Time

Salary Range

\$80000.00 - \$85000.00 Salary/year

Description

Position Purpose - This position supports St. Leo Parish and Food Connection mission statements through all phases of work at the St. Leo Food Connection. The position promises to help support and maintain a respectful, friendly, cooperative environment where all who participate are treated with compassion, dignity, and respect.

1. Increase support through speaking opportunities. Seek out a variety of civic and church events to proclaim the mission of the Food Connection. Invite participation in the mission through volunteerism and fund raising.
 - a. Highlights volunteers through Food Connection and St. Leo Parish social media and e-newsletters
 - b. Create an effective system for recognizing agency volunteers at least annually.
2. Develop, implement, and oversee an Annual Development Plan including the following
 - i. Coordinate Annual Development Plan Calendar
 1. Develop calendar of annual fundraising and donor appreciation events
 2. Establish and facilitate committees for each event as necessary
 3. Identify and secure table/team captains for major fundraising events
 4. Manage details of all events, including invitations, program, marketing, advertising, logistics coordination
 5. Participate in all staff and commission (board) meetings
 - ii. Annual Appeal
 1. Develop, design, and write appeals for annual giving including major gifts
 2. Effective use of data base to include past donors appeals and follow-up thank you's
 3. Arrange for printing and mailing of appeals
 4. Launch and complete annual appeal including provision of updates to the Food Connection Commission
 - iii. Major Gifts and Sponsorships
 1. Develop and manage a portfolio of individual and institutional donors and prospective donors
 2. Develop strategy for major gifts and corporate sponsorships
 3. Maintain strong relationship with existing donors while cultivating new ones
 - iv. Grant Writing

1. Identify grant opportunities
2. Write grant applications
3. Create quarterly grant response reports for the Food Connection Commission
- v. Donor Database Oversight
 1. Fully implement and use of current database system
 2. Track donor contacts through thorough review of the database system to include current addresses, contact information, donation history
 3. Ensure software updates are installed and used efficiently
 4. Train staff on use of database system
 5. Manage queries and run reports upon request
- vi. Marketing and Communications Outreach
 1. Strategize and execute effective social media outreach program
 2. Maintain agency's social media account to include Facebook and Instagram
 3. Oversee all print media materials and outreach
 4. Seek out opportunities to provide informational and motivational presentations to organizations and community gatherings
- vii. Maintain knowledge of current development practices
 1. Reading development journals, biogs, articles
 2. Attend workshops
 3. Participate in regional, archdiocesan and national professional organizations, as approved and appropriate

Qualifications

Job Requirements and Desired Traits

- i. Candidates must have
 1. 2 years of fundraising experience, especially in annual giving
 2. 1 year of grant writing experience or demonstrated strength in writing
 3. Experience using database software including building queries, and running reports
 4. Ability to read budgets and other financial documents
 5. Ability to concentrate in a warehouse setting
- ii. Strong candidates may also have
 1. Demonstrated success in events planning, especially in fundraising and sponsorships
 2. Experience in major gift solicitation
 3. Experience using database programs
 4. Experience in human services, especially emergency food assistance
 5. Experience in philanthropic community, especially in Pierce County
 6. Ability to speak publicly and passionately about the mission
 7. Experience with boards, committees, and other engagement-based fundraising
 8. Openness and understanding of the diversity of human experience and expression

9. Strong organizational skills and attention to detail
10. Creativity and ambition
11. Good boundaries and clear communication
12. Ability to work independently and seek supervision when needed

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Benefits: Eligible positions receive a comprehensive package of benefits including medical, dental, vision, life, accidental death and disability, long term disability, pension, 403(b), HSA, FSA, and generous sick leave, vacation and holidays.

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