Diocese of Nashville

https://dioceseofnashville.com/job/donor-relations-and-stewardship-coordinator/

Donor Relations and Stewardship Coordinator

Description

The Diocese of Nashville seeks a qualified, mission-driven professional for the full-time position of Donor Relations and Stewardship Coordinator in the Office of Stewardship and Development. This role supports fundraising and donor engagement efforts through direct communication, stewardship strategies, event support, and database management—especially for initiatives like the Seminarian Education Fund, the Bishop's Annual Appeal for Ministries, and the Advancement for Catholic Education.

The Mission Support Office is in the Catholic Pastoral Center in the Donelson neighborhood of Nashville. This position is generally on duty Monday through Friday during the regular daytime business hours of the Catholic Pastoral Center. This position will require travel throughout Middle Tennessee and attendance at some evening meetings and events. This position reports directly to the Director of Annual Giving.

DONOR RELATIONS

- Always represents the Diocese of Nashville in a positive manner, including working with staff, volunteers, and vendors.
- Cultivate and steward relationships with donors through phone calls, emails, handwritten notes, and personal visits.
- Support donor cultivation strategies in collaboration with the Chief Development Officer and Director of Annual Giving.
- Assist with the management of giving societies and annual appeals through customized donor communications and stewardship tracking.
- Maintain a portfolio of annual and mid-level donors, fostering increased engagement and philanthropic investment.

ADMINISTRATIVE AND OFFICE RESPONSIBILITES

- In collaboration with the Director of Annual Giving and the Special Events Coordinator, the ideal candidate will develop strategies for prospecting, mailings, campaigns, and marketing materials.
- Data Entry and Management: acknowledgement letters, gift entry, individual donor information entry and upkeep.
- Works at special events as directed including preparation, set-up, event execution, and tear-down.
- Assists in performing regular administrative duties in a timely and efficient manner; including but not limited to recording and tracking donor pledges and payments, reviewing and submitting event related invoices for payment, writing acknowledgment and thank you letters, assembling donor solicitation packets, creating and updating donor/program related forms, researching both monetary and in-kind funding sources, writing solicitation letters, executing mass mailings and data entry.
- Carries out additional assignments required to fulfill the Mission of the Diocese of Nashville.

EDUCATION, EXPERIENCE AND QUALITIES

- Bachelor's degree required.

Hiring organization
Diocese of Nashville

Job Location
Nashville, TN

Date posted
May 13, 2025

Valid through
30.09.2025

Interested Applicants should [submit a cover letter along with their resume via Paylocity](#).

- A practicing Catholic with a deep understanding of Catholic teachings and values preferred.
- Minimum 2 years fundraising experience preferred.
- Experience with direct mail appeals, fundraising event planning, donor database (Raiser's Edge preferred).
- Progressive experience in successful development programs and knowledge of "best Practices" in development.
- Ability to relate well and work effectively with multiple constituencies and audiences.
- Ability to work independently and collaboratively.
- Proven excellent stewardship skills including follow-through and extreme attention to detail required.
- Excellent written and verbal skills.
- Proficient in Microsoft Office Suite

KEY COMPETENCIES

Problem solving, strategic agility, informing, organizing, planning, priority setting, presentation skills, verbal and written communications, ethics and values, integrity and trust, team builder, customer focus, and confidentiality

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