

Gesu Parish Job Description for Development and Communications Assistant

Job Summary:

The Development & Communications Assistant is responsible for assisting the Development & Communications Director with the day-to-day administrative duties of the Development Department. In addition, this person will be the editor of the Gesu Bulletin, and have responsibility for maintaining the parish website and social media accounts.

Supervisor:

Reports to the Development Director

Status: Non-Exempt

Hours: Part time

Duties and Responsibilities:

Acknowledgement and Pledge Letters:

- Generate all acknowledgement letters for parishioners and non-parishioners.
- Keep accurate electronic and paper files and records of all donations.
- Send pledge reminders monthly, quarterly and annually.
- For memorial gifts, send listing of all gifts to the family of the deceased.
- Enter contribution and/or pledge information in Parish database software as needed.

Gesu Sunday Offering – October/November:

- Develop yearly Gesu Sunday Offering (GSO) schedule with the Development Director.
- Primary contact for the GSO responsibilities which includes:
 - Organize supplies needed for mailing.
 - Revise and print GSO forms as needed (approx. 2,300 in total).
 - Run special circumstance reports/ prepare special circumstance GSO forms.
 - Help design bulletin board display.
 - Coordinate prayer card or special handout.
 - GSO week-end: staff all Masses.
 - Generate thank you letter for pledge payments (between 600-700 in total).
 - Provide donor list to priests who wish to make thank you calls.
 - Maintain files and records.

Tax Letters - January:

- Revise Tax Letter as needed annually.
- Print out letters (approx. 1,600 in total).
- Assist with mailing.
- Handle requests for duplicate letters.

Gesu Bricks & Pavers:

- Process all brick & paver orders, keep copies on file, acknowledge the orders to donors and work with Thomas Brick Company to order them.

Weekly and special reports:

- Provide weekly reports for GSO and the Capital Campaign to the Development Director as requested.
- Provide special reports upon request.

Alumni Relations:

- Maintain alumni database – update records accordingly.
- Add 8th grade class to database each year.
- Assist with Reunion planning and coordinate logistics.

Photo Library/Archives:

- Obtain photos from various parish events.
- Maintain photo library

Communication and Marketing Materials:

Gesu Bulletin:

- Gather, layout and proof the articles for the weekly bulletin in a professional and timely manner
- Manage email communications on bulletin@churchofthegesu.org account
- Send bulletin to Dee Printing at the appropriate time and coordinate this weekly publication.

Gesu E-News:

- Gather, layout and proof the eNewsletter that is distributed every other Tuesday via Constant Contact
- Work with the Communications Committee and staff on the bulletin and e-news.
- Make sure the distribution email list is updated monthly for e-communications

Communications Committee Member:

- Active member of the committee that meets monthly to be a resource for other parish groups, assist with publicity and communication efforts. The Committee provides support for the parish bulletin and e-news, and has oversight of the Gesu News & Views publication

Gesu Website and Social Media Accounts:

- Update and maintain the Church of the Gesu website.
- Stay current with posting of articles, photos, and event updates on Gesu Parish social media accounts (Facebook, Twitter, Instagram)
- Manage email communications on communications@churchofthegesu.org account

Gesu Directory:

- Work with Parish Executive Assistant to revise, update and proof content.
- Interface with printer on the changes.
- Revise layout as necessary and update photos.

- Provide mailing list to mailing company.
- Work with graphic designer to update Ministry sheet.

Gesu News and Views:

- Coordinate with the Development Director and Communications Committee on the publication that is produced 3 times a year.
- As requested - take photos at events, write articles and proof copy.
- Interface with various parish groups to obtain information.
- Provide combined alumni and parishioner mailing list to mailing company.

Other Communications –

- Prepare social media posts/messages using Facebook, Twitter, Instagram.
- Review development content on the website occasionally
- Update constant contact email list monthly
- Interface with the local newspaper for Christmas and Easter ads

Special Events including Snowbird Luncheon, Madonna Della Strada Reception, Reunions and other parish events:

- Assist the Development Director with the events including:
 - Invitation mailing and track reservations, Prepare nametags, Work with catering, Prepare room layout and Staff event.

Other responsibilities may include involvement with Gesu School Raffle, Capital Campaigns, Press Releases, Christmas Cards and other donor relations.

Qualifications:

- Active member of a Roman Catholic faith community or willingness to function in a manner consistent with the mission of the Catholic Church. Should possess a working knowledge of the Catholic faith.
- Strong knowledge and understanding of a Development & Communications Office and the importance of donor relations.
- Bachelor's degree in communications, marketing, or graphic design preferred.
- A minimum of three years office experience.
- Excellent communication and interpersonal skills.
- Strong computer skills with a proficiency in MS Word, MS Excel, MS Publisher or other publication software
- Strong working knowledge of social media including; Facebook, Twitter and Instagram
- Familiarity with or working knowledge of databases to enter data and run reports.
- Must be detail-oriented and organized and have the ability to multi-task.