



## Diocese of Salt Lake City Job Description

**Job Title:** Development Associate                      **Date Revised:** 12/1/2022  
**Department:** Stewardship and Development                      **FLSA Status:** Non-Exempt  
**Supervisor:** Director, Stewardship and Development  
**Work Days:** Monday – Friday                      **Hours/Day:** 7.5  
(Evenings & Weekends as needed)

### **Summary:**

The Development Associate will work with the Director of Stewardship and Development in preparing and submitting requests for funding on behalf of diocesan ministries, ministry leaders, parishes and missions, schools, and priests in accordance with the policies and procedures of grant funding agencies.

The Development Associate will work with the Director of Stewardship and Development in preparing materials for the general initiatives of the Diocesan stewardship effort and the Diocesan Development Drive. Along with assisting with social events and social media.

### **Responsibilities:**

- Reviews funding opportunities offered by grant funding agencies.
- Consults with grant funding agencies to determine parameters of available funding for new grants such as church building or renovation grants, multi-year grants, and matching grants.
- Calendars and docket grant funding deadlines.
- Forward grant-funding application drafts to diocesan ministry leaders, schools, parishes/missions, or individuals for application input.
- Request and prepares supporting documentation specific to each funding request (i.e., financial statements, budgets, photos, historical documents, schematics, etc).
- Draft and prepares final-ready Letters of Endorsement for the Bishop's signature, as required by the grant funding agencies.
- Files grant funding applications and reporting requirements with the grant funding agency, adhering to deadline requirements of each funding request.
- Organizes and maintains files of all funding requests, grant-funding approvals, grant funding agency payment letters and diocesan thank you letters.
- Assists in the preparation of manuals for the annual Diocesan Development Drive and Diocesan Stewardship effort.
- Assist with Stewardship and Development events including catering, entertainment, physical arrangements for room and/or facility reservations, meeting/event set-up and take down.
- Track attendance to events.

- Participate as an active member of the Stewardship and Development office in all other duties and events as assigned by the Director.

**Required Education and Skills:**

- Excellent written, organizational and interpersonal skills.
- Proficient with Microsoft Office (Word, Excel)
- Willingness to learn fundamentals of charitable giving processes
- Maintain confidentiality and show prudence in the handling of diocesan-related information.
- Understanding of Catholic Church ethics, traditions, procedures, and organizational structures