



POSITION ANNOUNCEMENT

Director of Communications & Stewardship

Saint Matthew Catholic Church, located in Franklin, TN, is a growing parish with a talented and energetic staff serving approximately 1,200 families and a 480 student school (Pre-K through 8th grade). We are seeking a Director of Communications & Stewardship. This position is full-time with a regular but flexible schedule, working 40 hours per week.

The Director of Communications & Stewardship is charged with overseeing all the major communications of the church and assisting the pastor in all stewardship related activities.

Responsibilities:

- Oversees the communications strategy and process for the church.
- Executes all major print and digital communications for the church including but not limited to the church bulletin, email, website, social media, newsletter, and announcements.
- Works with the 40+ ministries of the parish to communicate their various activities, events, and fundraisers.
- Leads process for stewardship campaigns and special appeals.
- Oversees the charitable giving of the parish.
- Fields all fundraiser requests and coordinates with the pastor on implementation.

Qualifications:

- Bachelor's Degree in communication/marketing or equivalent career experience.
- Ability to use Microsoft Office Suite and experience with Adobe InDesign and Photoshop preferred.
- Knowledge of print and digital marketing preferred.
- Experience in fundraising or sales.

Competitive salary based upon qualifications and experience with excellent benefits package. Please email resume with cover letter indicating salary history to: frmark@stmatthewtn.org

Resumes will be accepted until the close of business on April 17, 2020.