

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Summer Intern (paid position)

EFFECTIVE DATE: 5/2026

DEPARTMENT: Stewardship

POSITION SUMMARY:

The Stewardship Department of the Archdiocese of Cincinnati seeks a motivated, organized and mission-driven intern for the summer of 2026 (10–12 weeks in total). The ideal candidate will have an interest in Catholic development and stewardship activities. This is an opportunity to gain experience in development operations within a diocesan stewardship office, donor engagement, special event support, database management, and stewardship and development services in support of parishes.

The Summer Intern will report to the Director of the Stewardship Department and collaborate with the entire department staff, as well as other archdiocesan offices as needed. The Summer Intern must be a model of professional conduct and always represent the Archdiocese of Cincinnati with honesty and integrity.

CREDENTIALS & EXPERIENCE:

1. A practicing Catholic in good standing with a solid understanding of the mission and ministry of the Catholic Church. Passion for serving the Church and supporting stewardship efforts that advance ministries and work of the local Church.
2. Strong interest in Catholic development and fundraising, stewardship, donor engagement and outreach. Possess, or be working toward, a degree in business, nonprofit management, communications, marketing, theology, public relations or a related field.
3. Proficiency with, or willingness to learn, donor database systems and Microsoft Office applications, particularly Excel, Word and Outlook.
4. Ability to work both collaboratively and independently, respond productively to coaching and meet deadlines. Strong organizational skills, appropriate sense of urgency and careful attention to detail, especially when handling confidential donor information.
5. Team player. A person who is collaborative, professional, pleasant, responsive and committed to providing excellent service to donors, parishes and colleagues throughout the Archdiocese of Cincinnati.

REPORTS TO: Director of the Stewardship Department

DUTIES & RESPONSIBILITIES:

- 1.* Contact donors to the annual Catholic Ministries Appeal, the CMA, to thank them for their 2026 contributions and gather feedback on what inspires donors to give.

- 2.* Assist with the process to reach out to past donors who have not supported the 2026 CMA yet and invite participation.
- 3.* Assist with the process to increase the number of donors supporting the CMA as a Monthly Giving Partner (MGP).
- 4.* Prepares call reports on all donor and prospect contacts.
- 5.* In conjunction with other department staff, schedule and attend meetings with parish staff to report results about the 2026 CMA and provide information about stewardship services to parishes.
- 6.* Assist with coordinating three regional Masses of Thanksgiving for the CMA that take place in the summer. Also provide special event support for CMA donor thank you events.
- 7.* Other duties as assigned from time-to-time by the director.

SUPERVISION RECEIVED:

Works under the direction of the Director of the Stewardship Department (also receives direction from the Director of Development Operations and Director of Leadership Giving).

SUPERVISION EXERCISED:

N/A

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT: **Hourly 7 hours per day 35 hours per week**
10 – 12 weeks

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Employee Signature	Printed Name	Date
Supervisor Signature	Printed Name	Date