

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Stewardship & Development
Communications Manager

EFFECTIVE DATE: 9/2026

DEPARTMENT: Stewardship

POSITION SUMMARY:

The Stewardship & Development Communications Manager leads all marketing and communications activities for the Stewardship Department, with a primary focus on the Catholic Ministries Appeal (CMA) and Parish Stewardship initiatives.

CREDENTIALS & EXPERIENCE:

Strong communication, videography, photography and graphic design skills to effectively present stewardship activities and campaigns to a variety of audiences. Must have the ability to communicate and inspire gratitude and generosity in the context of Catholic teaching, with the ability to research and incorporate Catholic stewardship and Church-related resources (e.g. Scripture passages, Church documents, quotes from Saints, etc.) when developing content.

Experience developing and publishing content across a variety of communication channels: print, email, website, social, and other digital media. Requires working knowledge of Adobe Creative Suite, specifically InDesign, Illustrator, Photoshop, and Premiere Pro (or similar video and photo editing software). Knowledge of Mailchimp and WordPress is a plus.

Strong organizational and analytical skills with the ability to multi-task, set task priorities, workflow schedules, and allocate time. Self-starter, ability to work independently and with a team.

Must be a practicing Roman Catholic. Bachelor's degree preferred. Minimum of three years of experience in a related professional environment. Experience in a non-profit development office is a plus.

REPORTS TO: Director of the Stewardship Department & Chief Development Officer

DUTIES & RESPONSIBILITIES:

- 1.* Work with the Director of Stewardship & Development Operations to develop an annual marketing plan for the Catholic Ministries Appeal (CMA) and produce all CMA materials.
- 2.* Implement all marketing and communication efforts for the Stewardship Department, with a primary focus on the annual CMA campaign.
- 3.* Coordinate communication with ministry representatives (and beneficiaries) on how funding is used to develop stories/reports for publications and donor meetings.
- 4.* Update and manage stewardship department webpages and social media.
- 5.* Work with the Communications Department for coordinating stewardship content in The Catholic Telegraph and on archdiocesan social media outlets.
- 6.* Manage projects with external freelance writers and printing vendors.

- 7.* Assist with creating stewardship resources for parishes/families of parishes to utilize.
- 8.* Coordinate with the Campaign & Appeal Assistant who oversees event planning to develop materials for special events (invitations, RSVPs, signage/banners, etc.).
- 9.* In coordination with other department staff, compile the monthly stewardship email newsletter to send to parish leaders and staff.
- 10.* Produce stewardship-related marketing content and imagery (i.e. annual CMA video and photography shoots with each ministry and the archbishop), as well as collaborate with other communication managers in the Pastoral Center to develop archdiocesan marketing pieces as needed.
- 11.* Help develop marketing materials as needed for campaigns and appeals for parishes, schools, and ministries that the Stewardship Department assists.
- 12.* Serve as the communications representative for the Stewardship Department for any workshops, meetings, initiatives, etc. within the Pastoral Center.
- 12.* Other duties as assigned by the director.