

Parish Partnership Coordinator



Building Faith | Inspiring Hope | Igniting Change

Winter 2025

CATHOLIC EXTENSION SOCIETY

Founded in 1905, Catholic Extension Society's mission is to work in solidarity with people to build up vibrant and transformative Catholic faith communities among the poor in the poorest regions of America. Catholic Extension Society accomplishes this by strategically partnering with Catholic dioceses to build facilities, educate leaders, and support essential ministries in the most under-resourced regions of the country. With its high-touch and innovative approach, Catholic Extension Society helps Catholic faith communities build their capacity to inspire hope and drive positive change.

The organization's impactful initiatives include programs and projects on the southern border, post-hurricane rebuilding efforts in Puerto Rico, support for college campus ministry and youth outreach, church and funding scholarships of lay and ordained leaders at major Catholic Universities. In the past year alone, Catholic Extension Society's collective programs and partnerships had a financial impact exceeding \$225 million across 40 U.S. states and territories.

To sustain this vital mission, the organization annually raises \$25-30 million from 25,000 donors through a mature and comprehensive development program featuring diverse revenue streams. For a deeper understanding of philanthropy's role at Catholic Extension Society and the impact of its mission, explore the insights provided in its [2023 Annual Report](#).

Catholic Extension Society, headquartered in Chicago, boasts a dedicated full-time staff of 50 professionals, either based in the headquarters or regional offices. The team comprises talented and experienced individuals thriving in a dynamic, fast-paced work environment with a strong emphasis on collaboration and a team-focused culture. For further details about Catholic Extension Society, visit the [CE Website](#).



“People come together in faith in moments of crisis to strengthen one another and to realize that they are not alone.”

--Fr. Jack Wall, President of
Catholic Extension Society

PARISH PARTNERSHIP COORDINATOR

Location: Chicago, IL

Job Type: Full-time, Permanent

Are you a dynamic relationship-builder with a passion for mission-driven work? Do you excel in a fast-paced environment, engaging with donors, faith communities, and community leaders?

As the Parish Partnership Coordinator, you will play a key role in strengthening relationships with Catholic parishes nationwide, facilitating group giving projects at a major gifts level (\$10K+), and ensuring that each partnership is a meaningful, customized giving experience. This highly relational role requires creativity, energy, and a deep commitment to long-term donor engagement.

ABOUT THE PROGRAM

The Parish Partnership Program connects Catholic parishes across the country in mission-driven philanthropy. Since its launch in 2018, more than 500 parishes have participated, collectively raising millions of dollars annually to support Catholic Extension Society's work. The program fosters both financial support and community building among pastors and parishioners in parishes across the country, including but not limited to, Chicago, Atlanta, New York, California, Arizona, Texas, and Milwaukee.

To increase the program's impact, Catholic Extension Society is growing its team and seeking a dedicated Parish Partnership Coordinator to help expand and deepen engagement with parishes nationwide. This position reports to the Director of the Parish Partnership Program.

KEY RESPONSIBILITIES

Fundraising and Donor Relations:

- Serve as a key member of a three-person Parish Partnership team.
- Manage a portfolio of 50+ parishes, with potential for growth.
- Identify, cultivate, solicit, and steward parishes with capacity to support Catholic Extension Society.
- Engage pastors, parish staff, and lay volunteer leaders to secure philanthropic commitments.
- Partner with Major Gift Officers for ongoing stewardship.
- Prepare compelling fundraising proposals and materials to support parish giving initiatives.
- Support senior leadership and board members in their Parish Partnership outreach.

Mission and Event Management:

- Assist in planning and coordinating donor immersion experiences, including travel logistics.
- Coordinate collateral materials to support parish fundraising efforts.
- Support special events, traveling to engage with donors and oversee logistics.

Financial Coordination and Administration:

- Work with the Finance Department to process donor contributions, reimbursements, and stipends.
- Maintain accurate financial records and ensure timely database updates in Virtuous.
- Assist in preparing funding reports and audit materials.
- Maintain up-to-date records of key stakeholders.

WHY JOIN US?

Professional Growth– Gain exposure to multiple aspects of nonprofit administration, events, and finance with room to expand your role.

Impactful Work – Contribute to meaningful missions and initiatives that support communities and leadership development.

Collaborative Environment – Work alongside a passionate team dedicated to excellence in mission-driven work.

This is an exciting opportunity to make a lasting impact by mobilizing Catholic parishes in support of meaningful mission work.

QUALIFICATIONS

- Team player.
- Creative problem-solving skills and the ability to prioritize tasks effectively.
- Positive attitude.
- Associate or bachelor's degree in a related field.
- Proven experience in fundraising, donor relations, nonprofit development, or a related field.
- Strong relationship-building skills with the ability to engage donors, clergy, and parish leaders.
- Excellent verbal and written communication skills. Some public speaking is required.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint) and donor databases.
- Ability to travel up to 40% of your time domestically, often on weekends.
- Familiarity with Catholic fundraising and an understanding of Church dynamics.
- Experience coordinating events, donor engagements, or immersion trips.
- Sense of humor.

TO APPLY

Please submit a resume and cover letter outlining your qualifications and interest in the position to our search partner DeVine Consulting at CE.2025.parishpartnership@gmail.com. We hope to fill the role in the first quarter of 2025.



We offer a competitive salary starting at \$70,000 based on experience and a comprehensive benefits package to include medical, dental, vision, disability, 403b with company matching, paid time off, paid company holidays, commuter assistance, professional development opportunities, mentoring and more!

Catholic Extension Society is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.

Catholic Extension Society is located at 150 S. Wacker Drive, 20th floor, Chicago, IL. For more information about the organization, please visit: www.catholicextension.org.



Serving Nonprofits in Chicago and Northern Michigan
devineconsulting-midwest.com