

Coordinator of Marketing, Stewardship & Development

St. Elizabeth Seton Catholic Church

Carmel, IN

Full-Time | Exempt

Position Summary

St. Elizabeth Seton Catholic Church is seeking a faith-filled, mission-driven professional to serve as Coordinator of Stewardship, Development & Marketing. This position supports the parish mission by fostering a culture of generosity, discipleship, communication, and engagement within the parish and broader community.

The Coordinator will lead parish stewardship initiatives, annual giving efforts, donor relations, parish communications, marketing strategies, event promotion, and digital outreach while ensuring all efforts reflect the values and teachings of the Catholic Church.

This role requires a collaborative individual with strong communication, organizational, and relationship-building skills who can inspire parishioners to share their gifts of time, talent, and treasure in support of the Church's mission.

Essential Responsibilities

Marketing & Communications

- Create and implement parish marketing and communication strategies.
- Oversee parish branding and ensure consistent messaging across all platforms.
- Manage parish website, social media platforms, email communications, and digital outreach.
- Coordinate promotional materials, signage, photography, and parish publications.
- Promote parish ministries, events, programs, and evangelization efforts.
- Develop engaging content that reflects the mission and vision of the parish.

Parish Engagement & Collaboration

- Work collaboratively with parish staff, clergy, ministry leaders, volunteers, and diocesan offices.
- Support ministry leaders in promoting events and recruiting volunteers.
- Assist with hospitality and parish engagement initiatives.
- Foster positive relationships with parishioners, donors, community members, and vendors.

Stewardship & Development

- Promote a parish-wide culture of stewardship rooted in gratitude and discipleship.
- Coordinate annual stewardship renewal and parish giving campaigns.
- Develop donor appreciation and recognition initiatives.
- Assist with fundraising events, capital campaigns, and special appeals.

- Collaborate with parish leadership to identify development opportunities and long-term stewardship goals.
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Qualifications

- Practicing Catholic in good standing who supports the teachings and mission of the Catholic Church.
- Bachelor's degree in communications, marketing, public relations, nonprofit management, business, or related field preferred.
- Experience in stewardship, development, communications, marketing, nonprofit leadership, parish ministry, or related areas preferred.
- Excellent written, verbal, and interpersonal communication skills.
- Strong organizational skills with ability to manage multiple projects and deadlines.
- Experience with social media management, website platforms, graphic design tools, and email marketing systems is valued.
- Proficiency in Microsoft Office Suite and database management preferred.
- Ability to maintain confidentiality and professionalism.
- Evening and weekend availability as needed for parish events.

Candidates with a passion for parish ministry, strong communication skills, creativity, and a willingness to learn are encouraged to apply.

Preferred Skills

- Experience working in a Catholic parish, school, or nonprofit environment.
 - Knowledge of stewardship principles and donor engagement strategies.
 - Photography, video, and digital media experience.
 - Familiarity with parish management software and livestreaming technology.
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Compensation & Benefits

Compensation is commensurate with experience and qualifications. Benefits may include health insurance, retirement contributions, paid time off, and participation in parish and diocesan professional development opportunities.

To Apply

Please submit:

- Cover letter
- Resume

- Three professional references

Applications may be sent to:

Fr. Brian Doerr

St. Elizabeth Seton Catholic Church

fr.doerr@setoncarmel.org

317.846.3850

Mission Statement

“Go, therefore and make disciples of all nations; baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to observe all that I have commanded you. And behold, I am with you always, until the end of the age.” — Matthew 28:19-20

Rooted in Jesus Christ and faithful to the teachings of the Catholic Church, St. Elizabeth Seton Catholic Church embraces Christ’s call to “go and make disciples” by proclaiming the Gospel, forming disciples, serving others, and building a vibrant parish community through worship, stewardship, evangelization, and lifelong faith formation, trusting always in the presence of the Lord among us.