



ST. FRANCIS XAVIER LAY MISSIONARY SOCIETY

"Serving God in Asia with Faith & Love"



Want to make a difference using your God-given talent? Imagine a career bringing the message of Jesus Christ to young adults and others yearning for God in the US and Asia! At St. Francis Xavier Lay Missionary Society, we are committed to spreading the Gospel from a Catholic perspective, reaching out to others through personal encounter, preaching, teaching, and service.

Advancement Coordinator (work mostly remotely in US)

Description

Promote and advance the work of the mission through building and maintaining relationships with strategic partners and benefactors via direct outreach, social media, mailings, event invites, and speaking engagements. Donor development to encourage fundraising and other means of support for the work of our mission.

Responsibilities

- Help cultivate and maintain relationships with strategic partners and benefactors within the Church
- Schedule in-person and virtual meetings with benefactors and key team members
- Letters, emails, and phone calls to benefactors
- Coordinate donor events and meetings
- Develop monthly Mailchimp newsletter, as directed by the Mission Director and Chaplain
- Utilize Little Green Light database for donor development
- Some domestic travel

Requirements:

- Minimum one-year experience in fundraising or development
- Ability to maintain confidentiality and respond well to urgent, especially crisis, situations
- Comfortable using various forms of modern communication technology
- Strong communication skills
- Pastoral, encouraging and empathic with strong grounding in the hope, peace, faith, and joy that comes through a deep relationship with Christ and strong prayer life
- Charismatic and personable

- Exhibits integrity and genuineness
- International experience preferred, with experience working with culture shock
- Assertive, and able to work diligently and independently, as well as collaboratively with a team in a dynamic and unstructured environment
- Ability to travel nationally as needed for work - approximately 20% initially
- Comfortable using various forms of modern communication technology
- Experience working with a database
- Proficiency in MS Word and Excel
- Proficiency in Google Drive, Google Suite and working in the cloud
- Database entry (will be trained in Little Green Light)
- Online research
- Vibrant personality
- Knowledge of the Catholic faith
- A passion for the mission of the Church to preach the Gospel of Jesus Christ and bear witness to His mercy, love, and truth to all peoples

Hours & Compensation

10-15 hours / week contract work @ \$16-18 / hour, commensurate with ability and experience

Can be combined with Mission Vocations Coordinator role for a full time position if desired and qualified. Please let us know if you are interested in applying for a combined role.

To Apply

Please send a resume and cover letter to: info@laymissionary.org

About

The **St. Francis Xavier Lay Missionary Society** is a Catholic lay missionary apostolate dedicated to sharing the light and love of Jesus Christ with others in Asia — particularly young adults — through diverse ministries of evangelization, faith formation, and social justice. You are invited to be a vital part of this important mission by serving domestically on our administrative support team. You will have the opportunity to learn about and engage in various aspects of our Catholic faith and be of invaluable assistance to the overall carrying out of our missionary work.