



**OUR SUNDAY VISITOR**  
FOR CATHOLICS WHO LOVE THEIR FAITH



## PARISH CAPITAL CAMPAIGN CONSULTANT

*This is a remote position based on territory assignment*

November 23, 2021

**CATHOLIC RECRUITER ASSOCIATES**

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



Over 100 years ago [Archbishop Noll](#) founded Our Sunday Visitor (OSV) using new methods and new approaches to communicate the Gospel. OSV is a great supporter of the Catholic Church on the parish, diocesan and national level and the OSV Institute is the vehicle used to accomplish this philanthropic mandate.

## **Background**

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The Parish Capital Campaign Consultant is responsible for consulting with parishes and dioceses to develop stewardship or fundraising strategies and to sell OSV Parish Capital Campaigns to support the overall strategy. The consultant will incorporate the full breadth of OSV products and services to the extent possible as part of the overall solutions, with a primary focus on meeting revenue goals for capital campaign engagements. In this role you will be both the consultant and the overall project manager for the campaign.

The Parish Capital Campaign Consultant will develop relationships across the territory which will result in successful engagements, primarily at parishes yielding both high levels of customer satisfaction and attainment of revenue goals for the territory. The incumbent will review territory status on a periodic basis, including customer satisfaction levels, won/lost business, new business, recurring business and any outstanding issues. The incumbent will provide recommendations for new product and service offerings to product managers.

## **Responsibilities:**

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- Sell, manage, and implement parish capital campaign consulting engagements, which include consulting on the campaign, reporting, and project managing the implementation of the print and mail services and other associated resources for the campaign.
- Manage all campaign related operations ensuring achievement of organizational campaign goals.
- Collaborate with production and marketing staff on campaign-related collateral materials and events, ensuring timeliness, accuracy, and consistency of messages.
- Assist with ongoing measurement of financial success of campaign engagements, both for the client and internally.
- Develop strong positive relationships contacts at assigned dioceses and parishes which result in repeat business.
- Develop a thorough understanding of diocesan organizations and business processes.
- Develop annual revenue and sales plans for assigned territory. This includes understanding key value drivers for those organizations and proposing appropriate OSV solutions to provide value.
- Conduct presentations and workshops as appropriate.
- Be a strategic partner who proactively offers new solutions to benefit the customers and to help their respective programs.
- Provide regular updates and status against plans for OSV management team to include recommendations and business justification to OSV for changes to products and services or new products and services.
- Coordinate resolution of customer issues in a timely manner making follow up calls as required.
- Use CRM to document calls, track opportunities, and assign all order changes.
- Use other tools as needed to provide sales revenue reporting, revenue retention reporting (increased/decreased revenue) and Customer Satisfaction.
- Ability to travel to conventions, diocesan events, or customer meetings.
- Other duties as assigned.

## Requirements

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- Proficient with Word, Excel, PowerPoint, and Outlook.
- Minimum of 5 years of consulting, stewardship, and fundraising experience.
- Territory planning experience.
- Proven record of sales results with high levels of customer satisfaction.
- Experience working with various organizations within the Church with proven success.
- Completed Business or Communication classes.
- Knowledge of business management and planning.
- Fundraising Experience.

## Education

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Bachelor's Degree is preferred.

## Skills and Abilities

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- Excellent verbal and written communication.
- Ability to manage statistical data and assess fundraising effectiveness and devise strategic plans.
- Ability to discover needs and sell products and services.
- Strong relationship building skills required.
- Detail-oriented with the ability to take initiative and work independently.
- Ability to set and meet goals without supervision.
- Organizational skills with the ability to multi-task.
- Team player.
- Problem solving skills.

**Working Environment:** Incumbent works in an office environment. Incumbent will travel to customers regularly and will be responsible for coordinating local meetings for customer teams.

**Working Conditions:** The position is fulltime exempt. It will require occasional evening and weekend work and travel.

**Salary:** Salary commensurate with education and experience. This full-time position includes medical insurance and 403 (b) retirement benefits.

**Applicant must meet diocesan requirements:** Criminal background check, drug screening and certified in Safe Environment training provided by the Office for Safe Environment and Child & Family Resources.

**Application Deadline:** February 28, 2022  
*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

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