



Українська католицька єпархія Торонто і Східної Канади

The Ukrainian Catholic Eparchy of Toronto and Eastern Canada

Ukrainian Catholic Eparchy Development Officer

A **Ukrainian Catholic Eparchy Development Officer's** role blends faith-based leadership with strategic development planning, often tailored to the cultural and community context of Ukrainian Catholics in Canada.

MISSION ALIGNMENT

- **Promote Stewardship:** As a spiritual practice rooted in Eastern Catholic and Ukrainian tradition – time, talent and treasure.
- **Community Engagement:** Builds relationships with donors, parishes, and lay leaders across the Eparchy to support ministries, youth programs, and capital campaigns.
- **Training:** Train pastors, parish staff and volunteers in financial stewardship best practices.

CORE RESPONSIBILITIES

📌 Fundraising & Campaigns

- Lead annual appeals, capital campaigns, and legacy giving initiatives.
- Develop donor engagement strategies and manage major gift cultivation.

🤝 Donor Relations & Communications

- Maintain donor databases and ensure accurate reporting.
- Create culturally resonant stewardship materials in English and Ukrainian.
- Cultivate relationships with benefactors and inspires confidence in potential donors.
- Maintain communication with donors and parish leaders across the Eparchy.

🌀 Strategic Planning & Collaboration

- Work with the Eparchial Bishop, clergy, and lay councils to align fundraising with pastoral priorities.
- Support parish-level fundraising and stewardship education.
- Liaise with Catholic foundations, Ukrainian organizations, and philanthropic partners.
- Prepare reports, manage pledge tracking and oversee campaign logistics.



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- Help the eparchy plan and convey its key messages; supporting communications planning and related efforts, particularly unity of messaging across all platforms (website, email newsletters, social media etc.) and to external audiences.

QUALIFICATIONS

- Practicing Catholic with an understanding of Eastern and Western traditions.
- Bachelor's degree in theology, communications, business, or nonprofit management.
- 3–5 years of experience in fundraising, donor relations, or community development.
- Bilingual (English/Ukrainian) required, French is helpful.
- Familiarity with donor software (e.g., DonorPerfect, Raiser's Edge).
- Ukrainian Community Experience, preferably in Canada.
- **Experience:** Proven success in nonprofit fundraising, donor relations, and campaign management.
- **Grant Funding:** Understanding of requirements to apply for Government and other grant funding.
- **Competencies:** Strong interpersonal skills, project management, donor database management, and strategic thinking.

Local Context: Eparchies in Canada

- **Eparchy of Toronto and Eastern Canada:** Based in Toronto, serving Ukrainian Catholics across Ontario and Eastern provinces.
- **Work:** With the Finance Officer and reports to the Bishop.
- **Location:** Position to be based in Toronto.

SALARY RANGE \$60,000.00 up to \$90,000.00

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