



The Society for the Propagation of the Faith • The Missionary Union
The Missionary Childhood Association • The Society of St. Peter the Apostle

Job Title: Digital Fundraising Manager

Reports To: Vice President for Development

Position Type: Full-time on-site

Location: St. Petersburg, FL or New York, NY (Manhattan)

Send applications or inquiries to: jobs@pontificalmissions.org

Position Summary

The Digital Fundraising Manager advises the VP for Development on strategies for building, scaling, and managing TPMS's online individual giving program and executing approved campaigns. This role drives donor acquisition, retention, and growth through digital channels—including email, paid social, P2P, and web—while integrating seamlessly with offline, direct mail, and major gift strategies. The Manager will leverage data-driven insights to maximize online revenue, aiming to establish a digital-first culture that enhances donor trust and stewardship.

This is a full-time position located preferably in St. Petersburg, Florida, with New York City possible. Five-days a week in office is expected, except when work demands one to be off-site.

Essential Duties and Responsibilities

- **Digital Strategy & Execution:** With the VP for Development, create and implement a comprehensive annual digital fundraising plan, including campaign calendars, email marketing, SMS, and digital advertising.
- **Online Revenue Growth:** Proactively manage and optimize the online donation experience to increase conversion rates, average gift size, and monthly donor acquisition.

- **Donor Stewardship & Journey:** In collaboration with Communications, utilize HubSpot to build automated donor journeys, nurturing new donors through personalized engagement, and re-engaging lapsed donors.
- **Platform Management:** Oversee the digital fundraising platform, donation pages, and website content to ensure mobile-friendly, secure, and user-friendly giving experiences.
- **Data Analytics & Testing:** Monitor key performance indicators (KPIs), conduct A/B testing on landing pages and emails, and analyze performance data to optimize campaigns for higher return on investment (ROI).
- **Campaign Coordination:** Support digital strategy for #IGiveCatholic, World Mission Sunday, Apostolic Giving Circle (monthly giver program), Advent/Lenten appeals, Mass stipend appeals, and all direct mail campaigns.
- **Collaboration & Content:** Collaborate with communications, programming, and missionary partners to create compelling stories that promote our mission to help the Holy Father bring the Gospel to the ends of the Earth.
- **Vendor Management:** Collaborate with external digital agencies, consultants, and platform vendors to achieve organizational goals.

Education, Experience, Skills

Mission Alignment: Active, practicing Roman Catholic in good standing required. Must possess strong knowledge of Catholic teachings, culture, evangelization principles, Catholic social teaching, Church structure and terminology, and fundraising ethics. This role supports and advances the organization's religious mission by communicating Catholic values and messaging through public-facing fundraising, donor communications, and engagement initiatives, including conveying the organization's religious message and carrying out its religious mission.

- **Education:** Bachelor's Degree or equivalent
- **Experience:** 3+ years of experience in non-profit digital fundraising or marketing. Strong experience with email marketing, SEO, PPC (Google Ads), and social media advertising.
- **Technical Skills:** Proficiency in eCRM platforms (e.g., Virtuous, HubSpot) and online fundraising tools (e.g., Fundraise Up, Virtuous Forms, Raised Donors).

- **Communication & Analytical Skills:** Exceptional written communication and storytelling skills; ability to analyze data and translate it into actionable strategies.
- **Adaptability & Collaboration:** Demonstrated flexibility in dynamic environments and experience partnering with external vendors and internal stakeholders to align priorities, navigate change, and deliver results.

Why Work With Us

Do work that matters. This is about funding the frontlines of the Church's mission. Every campaign you launch, every donor journey you build helps send missionaries, form seminarians, and support Catholic communities in the most under-resourced corners of the world.

A historic moment to be part of. In 2026, TPMS is marking the 100th anniversary of World Mission Sunday and supporting the beatification of Venerable Fulton J. Sheen — two landmark events generating extraordinary national visibility. You'd be joining at exactly the right moment.

Faith and professional excellence, together. For Catholic fundraising professionals, finding a role where your faith is an asset is rare. Here, it's the whole point.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, copiers, printers.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, sit, walk, use hands to finger, handle or feel; and reach with hands and arms.

EEOC Statement

The Pontifical Mission Societies (“TPMS”) is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. TPMS strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry,

ethnicity, sex (including pregnancy), gender, marital status, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All TPMS employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

TPMS complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Florida Civil Rights Act of 1992, and all applicable state or local law. Consistent with those requirements, TPMS will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

As a Catholic organization recognized by the United States Conference of Catholic Bishops, TPMS reserves the right under Federal law (42 U.S.C.A §2000e-2(e)) and Florida law (Fla. Stat. §760.10(10)) to hire those of the Catholic faith for positions where practice and knowledge of the Catholic faith, its tenets, and beliefs, are necessary for the work required. Further, TPMS retains the ability to hire employees whose lifestyle upholds the teachings of the Roman Catholic Church.