

Job Description



DIOCESE OF KANSAS CITY-ST. JOSEPH

The Organization: Diocese of Kansas City, St. Joseph

Position: Engagement Manager – Tax Incentives

Reports To: Chief Financial Officer

Status: Non-Exempt

Location: St. Joseph, MO

The Organization:

The Roman Catholic [Diocese of Kansas City–St. Joseph](#) serves Catholic communities across northwest Missouri and is headquartered in Kansas City. Established in 1956 through the merger of the Dioceses of Kansas City and St. Joseph, the Diocese supports a network of parishes, schools, ministries, and charitable organizations dedicated to faith formation, education, and service. The Diocese provides spiritual leadership and administrative support to clergy, staff, and lay leaders while advancing its mission to proclaim the Gospel and serve the broader community through pastoral care, outreach programs, and educational initiatives.

The Opportunity:

The Diocese of Kansas City-St. Joseph is seeking a Engagement Manager – Tax Incentives who will identify and cultivate support for the MoScholars Tax Credit program of the Bright Futures Fund. This position will expand and sustain especially corporate but also individual participation in the MoScholars program by cultivating knowledge of the program across current and potential participants, increasing program awareness, and securing commitments that advance educational access for Catholic Schools within the Diocese of Kansas City-St. Joseph. This is a full time position and reports to the Chief Financial Officer.

Essential Functions:

- Identify and research potential businesses and individuals eligible to participate.
- Educate companies and individuals about the MoScholars program.
- Schedule meetings with decision-makers.
- Track commitments and renewals.
- Maintain strong ongoing relationships.
- Coordinate and distribute materials for the MO Scholars Tax Credit program.
- Coordinate communication packages with internal and external constituents.
- Assist in duties associated with future program expansion efforts.
- Ensure optimal giving to MO Scholars.

Knowledge, Skills and Abilities:

- Strong relationship-building and networking skills.
- Excellent written and verbal communication skills.



- Confidence in presenting to business leaders and decision-makers.
- Organized and detail-oriented, with strong follow-through.
- Ability to manage multiple partnerships and deadlines.
- Strategic thinker with the ability to support growth initiatives.
- Demonstrated ability to work independently with minimal supervision; highly self-motivated and proactive in identifying and pursuing new partnership opportunities.
- Ability to exercise sound judgment and maintain strict confidentiality regarding donor, business and financial information.

Basic Qualifications:

- Bachelor's degree in Business, Marketing, Communications, Nonprofit Management or related field (or equivalent experience).
- Minimum 2-5 years of experience in business development, sales, corporate partnerships or advancement.
- Experience working with businesses, donors or community partners preferred.
- Familiarity with tax credit programs preferred.
- Practicing Catholic with knowledge of Church operations and stewardship ministry model.

The Diocese of Kansas City-St. Joseph offers a comprehensive benefits program, including medical, dental and vision plans, STD/LTD fully paid by the employer, retirement plans including a 403b plan and a defined benefit pension plan. Paid time off includes generous Vacation and Sick leaves, plus paid Holidays.

Note: All employees are required to consent to a background check, commit to our Code of Conduct policy, and complete online and in-person training prior to hire.



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