



Catholic Community
FOUNDATION
OF MINNESOTA

June 2018 / open until filled

About the Catholic Community Foundation

As the nation's largest Catholic community foundation, we work to build a vibrant Catholic community. Thanks to the inspired generosity of our donors, we have grown to more than \$350 million in assets, granting nearly \$14 million per year to important Catholic and nonprofit causes. Along with our partners, we perpetuate the faith, continually making Minnesota's Catholic community stronger and more robust.

Mission

The Catholic Community Foundation of Minnesota (CCF) was founded in 1992 with the mission to support financially the spiritual, educational, and social needs of our Catholic community.

About the Position

Title

Communications & Events Manager

Location

Saint Paul, MN

Reports to

Director of Strategic Communications

Job Type

Full-time

Description

The Communications and Events Manager supports strategic events and produces elements of the content strategy. Your success in this newly created position will raise awareness of CCF's mission and impact, ensuring philanthropy fuels our Catholic community far into the future.

More specifically, you'll coordinate and execute events that educate and engage local Catholics in Catholic philanthropy. And, you'll create articles, stories, and media kits that promote Catholic philanthropy and tell the story of its impact on our community. Additional communications responsibilities may be added as appropriate and necessary.

Requirements

The successful candidate will have the following:

Experience: At least 5 years in similar role with comparable responsibilities.

Education: Bachelor's degree in English, marketing, communications, or a related field.

Skills: You must be a clear communicator who can convey expectations to contractors, vendors, and venue personnel. You must have strong organizational skills, with the ability to track and manage multiple, concurrent tasks. You must be an excellent writer, someone who understands how to frame a message in a clear, concise, and compelling way. You will be familiar with social media platforms and paid promotion functions, especially that of Facebook. Proficiency is required in Microsoft Office. Some working knowledge of Wordpress.org is also required.

Characteristics: You are self-motivated and comfortable taking initiative. You enjoy producing content and paying attention to detail. You're a learner and like to locate and organize information. You should enjoy a collaborative work environment, and bring a developed sense of how to work successfully on a team and across departments. You should desire a dynamic, fast-paced work setting, and bring an ability to gracefully receive direction and feedback. A heart for the Catholic faith and our local community is also desired.

Responsibilities

As CCF's Communications and Events Manager, you'll work with the Director of Strategic Communications to understand the audience, organizational goals and strategy, and primary messages involved in each event and content item in your charge. Your responsibilities will include:

Events (50%)

- Coordinating logistics, managing timelines, and communicating expectations to contractors, venue personnel, and vendors.
- Planning and orchestrating pre-event promotion and post-event follow-up communications, including pitches to media outlets, posts and promotions on Facebook, email campaigns, registration, and attendee surveys.
- Weaving key messages into all event elements such as print and e-communications, program, and marketing materials.
- Maintaining registration lists and analyzing attendance data.
- Completing additional tasks as requested.

Content Creation and Management (40%)

- Researching communications channels and marketing opportunities within the Catholic community and building and managing corresponding communications lists.
- Mining for content and stories from CCF staff members and others to be used in newsletters and pushed out through publications, strategic email campaigns, and organizational partnerships.
- Organizing and managing library of content ideas to be developed and created artifacts to be multi-purposed with greater ease.
- Producing engaging content and easy-to-use media kits to be distributed across a variety of channels.
- Revising and proofreading content for brand accuracy, consistent tone, and proper grammar.

- Posting content to the CCF website and managing event landing and registration pages.
- Completing additional tasks as requested.

Supporting Other Teams & Functions (10%)

- Supporting other functions of the foundation such as fundraising, finance, professional advisor outreach, and grantmaking to ensure all communications convey consistent tone and messaging.

Compensation

This role is a full-time position starting on or near July 1, 2018. Compensation is dependent upon experience. A generous benefits package is included.

To Apply

Please send a cover letter, resume, three writing samples, and references to Angela Dimler, Director of Strategic Communications. We will begin to review applications on June 25, 2018.

Email

dimlera@ccf-mn.org

OR

Mail

Attn: Angela Dimler
Catholic Community Foundation of Minnesota
2610 University Avenue West, Suite 500
Saint Paul, MN 55114

No phone calls or in-person visits, please.

Direct questions to Director of Strategic Communications Angela Dimler via email at dimlera@ccf-mn.org.

The Catholic Community Foundation is an equal opportunity employer.