



Catholic Community
FOUNDATION
OF MINNESOTA

JULY 2022 / OPEN UNTIL FILLED

About the Catholic Community Foundation of Minnesota

The Catholic Community Foundation of Minnesota (CCF) partners with Catholic individuals, families, parishes, and institutions to create meaningful charitable giving strategies and steward their financial resources.

Established in 1992, CCF helps Catholics know the joy of expressing faith through giving.

Our Mission

To support financially the spiritual, educational, and social needs of our Catholic community.

About the Position

Title	Office Location
Communications & Events Associate	Saint Paul, MN
Reports to	Job Type
Senior Communications & Events Manager	Full Time

Position Description

The Communications & Events Associate supports strategic events and produces elements of the content strategy. Your success in this position will grow 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, marketing pieces, and media kits to help our various audiences – individuals and families, parishes and Catholic schools, professional advisors, and grantees. Additional communications responsibilities may be added as appropriate and necessary.

Requirements

The successful candidate will have the following:

EXPERIENCE: At least 3 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 who understands how to frame a message in a clear, concise, and compelling way. You have an eye for detail. 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 is also needed.

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 & Events Associate, you'll work with the Senior Communications & Events Manager 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.
- Researching venues and vendors and making recommendations to leadership.
- 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%)

- 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.
- Updating or developing presentations to support development and investment team members in the field.
- 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.
- Creating email marketing campaigns.
- Completing additional tasks as requested.

Supporting Other Teams & Functions (10%)

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

To Apply

Please send a cover letter, resume, references, and three writing samples to Senior Communications & Events Manager Brianna Thompson at thompsonb@ccf-mn.org. The position will remain open until filled. All inquiries and applications will remain confidential, and professional references will not be contacted until later in the search process.

The Catholic Community Foundation is an equal opportunity employer.