



DIOCESE OF JOLIET

JOB DESCRIPTION

TITLE Manager of Development Communications
AGENCY **Catholic Education Foundation**
SUPERVISOR Executive Director of Catholic Education Foundation

JOB SUMMARY

The Manager of Development Communications is responsible for planning, organizing, implementing, and managing the fundraising communications of the Diocese of Joliet and the Catholic Education Foundation. The individual will create advancement pieces to further Diocesan and Foundation fundraising goals. The Manager coordinates with internal and external partners to ensure all aspects of various campaigns are well coordinated and effectively executed.

DUTIES & RESPONSIBILITIES

- Creates, plans, and executes donor specific collateral to educate and promote mission especially through digital and print avenues.
- Ensures messaging, storytelling, and branding, as well as social media presence and online giving reflect fundraising objectives and mission.
- In collaboration with vendors, designs and submits campaign collateral material for approval.
- Develop compelling content for all fundraising outreach, including but not limited to emails, social media, letter templates, impact reports, annual reports, presentations, surveys, newsletters, and invitations.
- Works in partnership with staff to engage, cultivate and steward existing new, and prospective donors engaged in various appeal throughout the year.
- Helps manage donor recognition efforts through events, publications, and meetings to cultivate, recognize, and steward donors.
- Provides strategic guidance and effective planning to acquire new donors, enhance retention and recapture lapsed donors.
- Track metrics and other relevant statistics to make recommendations for improvements.
- Maintain a donor contact calendar, consistently coordinating with internal team and external partners regarding scheduling.

OTHER DUTIES & RESPONSIBILITIES

- Other duties as assigned.

QUALIFICATIONS

- Excellent written and oral communication skills. Must possess precise and compelling writing skills. Must be an excellent proofreader and editor.
- Effective team player with strong interpersonal, communication and customer service skills.
- Ability to handle multiple tasks under time sensitive deadlines.
- Proficiency in the suite of Microsoft Office tools, including Excel, Word, Outlook, and Power Point as well as Canva.
- Proficiency in bulk email services plus voice and text broadcasting.

- Knowledge and proficiency in a relational database or a donor management system.
- Bachelor’s Degree in Communications, Nonprofit Management, Marketing, Business, Public Relations or related field.
- 3+ years of successful performance creating content for a comprehensive annual fund.
- Practicing Catholic who supports the teachings of the church and who is dedicated to promoting the Church’s fundraising priorities.
- Must be willing to occasionally work nights and weekends when necessary.
- Bilingual in Spanish and English is a plus.

WORKING CONDITIONS

This is a full-time benefited, exempt position. Normal work schedule Monday through Thursday 8:00 am – 4:30 pm and 8:00 am – 1:00 pm Friday. Additional time as necessary. Flexibility of schedule and reliable transportation is required.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

Name: _____ Date: _____

Supervisor: _____ Date: _____

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.