



Catholic Charities Diocese of Fort Wayne-South Bend

Position: Mission Advancement Assistant

Reports to: Chief Executive Officer

Supervises: N/A

Department: Administration

FSLA Status: Non-Exempt

Position Summary: The Mission Advancement Assistant at Catholic Charities Diocese of Fort Wayne-South Bend, Inc. will further the mission of our organization by providing excellent and enthusiastic support to the Chief Executive Officer (CEO), and the marketing, communications and development team.

Essential Duties/Responsibilities:

- Support CEO on assigned agency advancement activities
- Ensure proper maintenance of data in GiftWorks donor database
- Monitor all donor information; provide and present statistical information to Executive Team on a regular basis
- Assist in coordinating and hosting agency event
- Assist with routine public relations and all mediums of communications (e.g., agency newsletter, appeals, social media, advertisement, Website, brochures, etc.).
- Maintain mission advancement records in an organized and easily accessible manner
- Administrative duties to include taking meeting minutes, maintaining records in accordance with agency standards, participating in committees
- Communicate effectively and appropriately with Catholic Charities staff on behalf of CEO, as needed
- As directed by and in coordination CEO and consultants, contact program leads to generate appropriate agency communication/public relations content (e.g., program highlights for newsletter, client stories for periodicals such as Today's Catholic, Clarion newsletter, etc.)
- Work with appropriate personnel to schedule client or staff interviews for communication initiatives
- Ensure necessary arrangements are made for photo shoots, interviews, press conferences, etc. (e.g., all participants are informed of date, time and location for event, client releases to use their image and information are up-to-date and signed, etc.)
- Proofread written content and materials as directed (e.g., proof read press releases, the Clarion newsletter, etc.)
- Provide general support to the Office of Agency and Mission Advancement as needed
- Deliver accurate, current and timely information that meets department requirements (e.g., messages from stakeholders to CEO, expected mailing dates from printer, etc.)
- Respond to urgent inquiries from stakeholders in CEO's absence (e.g., parish priests, donors, the Diocese of Fort Wayne-South Bend, media, etc.)
- Maintain confidentiality of agency information at all times

Minimum Job Requirements:

- A minimum of an Associate's Degree in a related field; Bachelor's degree preferred
- Three to five years of work experience in a professional setting
- Successful candidate must possess familiarity with the Catechism of the Catholic faith, Catholic sacred tradition, and possess a dedication to advancing our Catholic mission

- Excellent communication skills, both written and oral
- Strong organizational and time management skills; the ability to take initiative and manage multiple projects at a time
- An adaptable, resourceful and flexible work-style
- Ability to work both independently and as a strong team player who will productively engage with others at varying levels of seniority within and outside Catholic Charities
- Exceptional attention to detail and propriety required
- Must be able to work flexible hours as needed (e.g., at times before 8:00am and after 5:00pm, weekends) and travel as required
- Capacity to embrace both glitzy and mundane tasks with equal gusto and attention
- Unwavering commitment to agency's mission and full commitment to speak and act in accordance with the agency's Catholic identity
- Proficiency in Microsoft Office

Conditions of Employment:

- Valid Driver's License with clean driving record
- Reliable vehicle with personal vehicle liability insurance coverage of \$100,000 per person and \$300,000 per occurrence
- Proficient in Internet, word processing, spreadsheet, and e-mail applications (prefer Microsoft Office)

Physical Requirements:

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirement needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Prior to Hire Requirements

Must be willing to submit to:

- Physical
- Drug and Mantoux screens
- Local and federal criminal background checks
- Child welfare registry screening

Post Hire Requirements:

- Submit to driving record checks, drug testing and/or criminal history checks
- Participate in meetings, activities, in-services, committees and trainings as required by the agency
- Comply with agency mission, code of ethics, demonstrate respect for Catholic social teaching and tradition, agency policies and procedures, including confidentiality; COA accreditation standards; all funding, program, legal, regulatory and licensing requirements

Disclaimer:

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and duties required
- Nothing in this job description restricts the agency's right to assign or reassign duties and responsibilities to this job at any time

Employee Signature

Date

CEO signature

Date