

JOB DESCRIPTION

Job Title	Manager, Fundraising and Stewardship Events
Department	Development
Appointed by	Senior Director of Development Operations
Reports To	Senior Director of Development Operations
Positions Supervised	N/A
Employment Class	Exempt, Benefits Eligible
EEO Class	2 - Professional
Authorized Driver	Yes

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws. Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

Summary

The University of Saint Mary of the Lake/Mundelein Seminary (USML) is the major seminary and graduate school of theology for the Archdiocese of Chicago. Mundelein Seminary is one of the largest priesthood preparation programs in the United States having graduated over 4,000 students since 1926 and serving over 30 dioceses in the United States and abroad.

The Manager of Fundraising and Stewardship Events works closely with the Senior Director of Development Operations to implement growth strategies for USML/Mundelein Seminary signature fundraising events and works with the Development team to support and manage all donor stewardship events. This individual will play a lead role in managing all aspects of the events including but not limited to fundraising, facilitating planning meetings, volunteer management, invitations, RSVPs, and promotions. Budgeted to bring in nearly \$1.1M in revenue through signature fundraising, stewardship, and cultivation events.

Essential Job Functions

Three signature fundraising events: Celebration of Mundelein, Rector's Classic, Rerum Novarum (80%)

- Supports Senior Director of Development Operations and USML leadership team in their efforts to recruit Event Chairs and a winning volunteer support team.
- Plans and hosts regularly scheduled Committee Planning meetings.
- Serves as the University's primary liaison for event volunteer Committees.

- Liaison to the University Events and Guest Services team with on-site event logistics and with the Marketing team on various communications strategies including pre- and post-event press, printed and digital invitations, digital and web communications, and all other related materials.
- Manages timeline of activities and deadlines.
- Manages platforms and contracts for mobile bidding, online registration, and event support.
- Creates event fundraising strategies for review of the Senior Director of Development Operations and Vice President of Development.
- Maintain's regular contact with internal and external constituencies, including Development, Marketing, Academic Affairs, Formation, Finance, University Events and Guest Services, members of executive management, members of the Board of Advisors, alumni, donors, etc. as needed.
- Expected to cultivate and maintain positive relationships with current and potential donors.
- Expected to build and accelerate revenue capacity by refining fundraising strategies, formulating attractive and unique solicitation procedures, directing, and coordinating solicitation of funds, and identifying new donor bases.
- Responsible for adherence to event budget constraints.

Stewardship and Cultivation Events including Alumni Golf, Legacy Society Mass/Lunch, Advent Retreat (20%)

- Manage an active schedule of cultivation, solicitations and stewardship timelines, activities, and deadlines.
- Liaison to the University Events and Guest Services team with on-site event logistics.
- Collaborates with Philanthropy Coordinator to provide invitations, manage RSVPs, and communication to donors.
- Works with vendors to secure collateral materials (print, signage, etc.) for each event.

Ancillary Job Functions

- Takes initiative to improve both processes and outcomes, incorporating best practices, and innovations in this professional field.
- Ensures compliance with all university policies and standards.
- Compellingly communicates to colleagues, volunteers, and the Seminary community the critical role they play in achieving the university's mission and strategic goals.
- Pro-actively monitors and adjusts activities to respond to changing circumstances and priorities.
- Pro-actively addresses issues that arise, and mitigate risks associated with events.
- Facilitates organizational change initiatives; leads and supports staff in adapting to a rapidly changing technology environment.
- Facilitates development and achievement of professional and personal goals, for self and staff.
- Models our values of service, innovation, and teamwork. Holds others accountable for living these values.

- Fosters a challenging and compassionate work environment, recognizing strong performance, and listening and acting on feedback.
- Availability to work nights and weekends for special events, requirement of job.
- Other duties as assigned.

Education and Experience – An equivalent combination of education, training and experience will be considered.

- BA/BS Degree from and accredited College or University – preferred.
- Three (3) years of experience with fundraising/event management, donor relations, particularly with non-profit and/or education-based organizations, required.
- Working knowledge of CRM software with a preference for direct experience with Raiser's Edge or other fundraising software, required.
- Working knowledge of Eventbrite and MailChimp, required.
- Working knowledge of Adobe Photoshop and Adobe InDesign, preferred.
- Advanced skills with Microsoft Applications including Outlook, Excel (V-Lookup/Formulas), PowerPoint, and other Web-based applications, required.
- Strong communication skills, concise and persuasive manner, including written, verbal and e-communications. Best practices in relationship-based donor communications - required.
- Experienced managing vendor relationships – preferred.

Knowledge, Skills and Abilities which may be representative, but not all-inclusive of those commonly associated with this position.

- Positive attitude, not easily discouraged, open to alternative views, accepting of coaching/peer input, and works well under pressure.
- Skilled in the art of anticipating the needs of others as well as clients, acts upon those needs appropriately, and helps remove barriers to excellent customer service.
- Excellent time management, ability to handle multiple priorities, project management, meet deadlines, and work quickly without sacrificing quality.
- Is visible with a positive presence, ethical, and highly professional.
- Can troubleshoot all job processes, manage timelines and deliverables, anticipate issues, and effectively multitask.
- Trusted to meet deadlines, produce accurate work consistently, and follow through all tasks to completion.
- Can work in a coordinated effort with other members of the team to achieve overreaching goals.
- Demonstrated knowledge of sound and ethical fundraising principles.
- Good judgement and problem solving.
- Donor-centric focus.

Work Environment – Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Office based position, regular use of office equipment, phone, copier, etc.
- Position is exposed to outside weather elements, occasionally.
- Genuinely support and work with others in a Catholic environment.
- A commitment to the belief that all people have the right to dignity, respect, opportunity, and full community inclusion.
- Possess a philosophy that is consistent with the Mission, Vision and Values of the University organization.
- Neat in appearance.

Physical Abilities that are commonly associated with the performance of the functions of this job. 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.

- Physically able to perform the duties as assigned including the ability to lift to 30 pounds occasionally.
- Ability to stand, sit, or walk for extended periods of time.
- Minimum local travel, occasional early/evening hours and weekend work, must be flexibility to adjust schedule to adjust to other department/business needs.

Employee Acknowledgement - I understand that:

- This job description provides a general summary of the position in which I am employed. The contents of this job description are job requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my director at any time that I am unable to perform these functions.
- Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind, and it is understood that my employment is at-will.
- I have read and understand this job description.

Employee: _____

Date: _____

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