



Title: Engagement and Events Director
Hours: Full Time Position with primarily daytime Monday – Friday, but will include some weekend and evening hours
Reports to: Director of Operations

General Description:

Responsible for developing strategies and opportunities to foster, improve and maintain parishioner participation and engagement. Implement and manage fundraising events and efforts for St. Patrick's.

Essential Job Functions:

- Coordinate and manage new parishioner welcome, registration, engagement and follow-up programs
- Develop and implement opportunities for parishioner involvement at St. Patrick's
- Educate, invite and inspire parishioners and the community to engage or reengage themselves
- Assist Faith Formation, Liturgical, Men's Club, WoSP, and other departments in evangelization efforts, finding volunteers and areas for participation
 - Follow-up with leaders to ensure parishioners are contacted who indicate interest in becoming involved in their ministry
- Plan and coordinate fundraising and "friendraising" efforts for the parish and school
 - Assist and be a liaison to club and group fundraising and other social opportunities
- Coordinate and manage (with the assistance of the Advancement Director) a calendar of all social, fundraising, and "ask" events or opportunities throughout the parish.
- Work with Advancement Director regarding donations, sponsorships, etc. for events
- Assess and track parishioner involvement in ministries
- Direct acknowledgment and recognition activities for donors and volunteers
- Develop and strengthen a system for effective communication between ministries, clubs, committees, etc.
- Assist with effective and consistent parish communication strategies to promote faith, outreach, social, and other opportunities

Knowledge, Skills, and Abilities

- Practicing Catholic with deep knowledge of the Catholic faith, liturgy, sacraments, and teachings of the Church desired
- Self-starter with the ability to handle multiple, competing priorities, highly adaptable
- Exceptional interpersonal skills, ability to work collaboratively
- Excellent oral and written communication skills, effective listener
- Outstanding organizational skills, attentive to details
- Sensitive to others, approachable; must have utmost integrity and understanding of confidentiality
- Commitment to personal spiritual growth
- Highly skilled in Microsoft Excel and accounting software; competence working with technology
- Safe Environment Training certification; must be obtained within 30 days of hire

Education and Experience

- Undergraduate or bachelor's degree in related field preferred
- Three to five years of related job experience preferred; recruitment and/or event planning experience strongly desirable

October, 2021