

Special Events Manager
The Province of St. Joseph of the Capuchin Order

Inspired by the gospel of Jesus and the example of Francis of Assisi, the Capuchin friars of the Province of St. Joseph, together with our partners in ministry, prayerfully build sister-brotherhood in the world. We attend simply and directly to the spiritual and other basic human needs, especially those of the poor and disenfranchised, promoting justice for all.

The Special Events Manager is responsible for the effective planning and execution of events of several of the Detroit-based ministries of the Province, including the Capuchin Soup Kitchen, Solanus Casey Center and Capuchin Retreat. The events are designed to raise funds needed by the ministries and develop relationships with donors as well as the wider community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Demonstrate, exemplify and support the Capuchin charism and the Province's Mission, Vision and Values throughout all professional responsibilities and activities.
- Provide high level execution of ministry and provincial fundraising events, including: all event logistics, working with volunteer committees, collateral production and coordination of décor.
- Coordinate event timelines, print materials, volunteer needs, marketing materials, and tracking of event budgets.
- Manage and direct activities of contracted special event companies as needed to execute select events.
- Develop and maintain community contacts (individual and organizations) who support the mission of the various ministries and the Province.
- Solicit sponsorships and coordinate silent and live auctions.
- In coordination with the Director of Development, prepare an annual event plan with budget.
- Serve as the primary point of contact for third party event planners.
- Work with Assistant Director of Development on supplemental direct mail components as needed.
- Travel to Milwaukee, WI as needed to support/coordinate fundraising events including but not limited to: Questors Club, Capuchin Christmas Cheer, and Capuchin Walk for the Hungry.
- Understand and implement processes to address and comply with legal and regulatory requirements for ministry special events and activities.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelors degree or equivalent experience, 3 or more years of experience in nonprofit fundraising, development or marketing including at least 1 year managing a significant special event. Ability to travel locally and out of state, work effectively in a faith-based organization, and with a diverse population of colleagues, donors and general public, Knowledge of Bl. Solanus Casey, St. Francis, Franciscan spirituality and Catholic tradition or willingness to learn. Able to develop appealing communications and publications and work effectively with the Province's Office of Public Relations. Able to work a flexible schedule. Familiar with Raisers Edge or other donor tracking software.

Interested candidates can apply by submitting letter of interest and resume to employment@thecapuchins.org. Include Special Events Manager in subject line

Internal candidates may apply by sending an internal application (available from HR or their supervisor) or their resume to employment@thecapuchins.org

Review of resumes will begin immediately