

Special Events Manager – Detroit, MI
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 Province of St. Joseph of the Capuchin Order is currently seeking a Special Events Manager. The primary purpose of this position is to effectively plan and implement annual giving and special events of several of the Detroit based ministries.

Responsibilities:

- Understand and implement processes to address and comply with legal and regulatory requirements for ministry special events and activities.
- The ability to develop and create appealing communications and publications.
- Ability to function in a collaborative environment while also working independently and managing several tasks simultaneously.
- Effective interpersonal and communication skills.
- Computer Skills: Microsoft Word, Excel, Access, Raiser's Edge and Prosper 9 Software
- In conjunction with the Province Public Relations Office, coordinate public and media relations and advertising campaigns as they relate to events.
- Develop and maintain community contacts (individual and organizations) who support and the mission of the Capuchin Ministries.
- Some periodic travel will be required.

Qualifications: The desired education and experience level for this positions is a Bachelor Degree and three years prior experience in Fund Raising, Development or Marketing. The work schedule is generally Monday – Friday, 8:00 am – 4:00 pm with occasional evening and weekend work related to special events.

Resume deadline is October 24, 2014

Please submit letter of interest and resume to:

employment@thecapuchins.org Include Special Events Manager in the subject line.

OR

Attention: Human Resources
Special Events Manager
The Province of St. Joseph of the Capuchin Order
1820 Mt. Elliott Street
Detroit, Michigan 48207