

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 implementation of special events of several of the Detroit-Based ministries of The Province of St. Joseph of the Capuchin Order while cultivating community and donor relations.

Responsibilities:

- Demonstrates, exemplifies and supports the Capuchin Charism and Provincial Mission, Vision and Values throughout all professional responsibilities and activities.
- Effectively plan, maintain and coordinate current special events while seeking opportunities for future fundraising activities.
- Provides broad support for all Detroit ministry events, including: all event logistics, working with volunteer committees, collateral production and coordination of décor.
- Responsible for soliciting sponsorships and coordinating silent and live auctions.
- Coordinate event timelines, print materials, volunteer needs, marketing materials, and tracking of event budgets.
- Develop and maintain community contacts (individual and organizations) who support the mission of the various Detroit based ministries and the Province.
- Understand and implement processes to address and comply with legal and regulatory requirements for ministry special events and activities.
- Prepare an annual event plan with budget.
- Comply with Province and ministry policies, procedures, guidelines and standards.

Qualifications: Bachelor Degree or equivalent experience, 2+ years' experience in fundraising, development or marketing and 1 year managing a significant special event. Ability to work in a faith-based organization with an appreciation for both the ministerial and social service nature of the work. Ability to work effectively with a diverse population and low-income families. Knowledge of Fr. Solanus, St. Francis, Franciscan spirituality and the Catholic tradition. Effective Microsoft Office skills and familiarity with donor tracking software. Ability to travel locally and work a flexible schedule including nights and weekends.

Review of resumes and applications will begin immediately.

Interested candidates can apply by:

1. Submit letter of interest and resume to:

employment@thecapuchins.org Include Manager, Special Events

(Or)

2. Attention: Human Resources
Re: Manager, Special Events
Conner Soup Kitchen
4390 Conner
Detroit, MI 48215