



<b>JOB TITLE:</b>	<b>Mission Advancement &amp; Events Manager</b>
<b>EFFECTIVE DATE:</b>	January 1, 2025
<b>FLSA CLASSIFICATION:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt / <input checked="" type="checkbox"/> FT <input type="checkbox"/> PT / <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly
<b>REPORTS TO:</b>	Executive Director
<b>DEPARTMENT:</b>	Mission Advancement

**SUMMARY:**

The ACTS Apostolate encompasses ACTS Missions (ACTSM), ACTS Missions Chapters, and ACTS Cores. The apostolate partners with Catholic parishes in building vibrant, active communities through ACTS Retreats and ongoing parish support. The bilingual Mission Advancement & Events Manager is responsible for guiding and expanding the advancement of the organization’s fundraising efforts. The MAE Manager will also play a vital role in cultivating and managing donor relationships.

**Responsibilities:**

*Mission Advancement (80%)*

- Develop and execute an assertive and comprehensive fundraising plan that includes, but is not limited to, the following:
  - annual and planned giving programs
  - event and online fundraising
  - major gift and grant funding
- Nurture and cultivate relationships with individual, foundation and corporate donors
- Source new donors in established ACTSM Chapters
- Train and develop fundraising skills of Board of Directors, Chapter Volunteers, and ACTS Missions Staff to increase and sustain revenue streams
- Work cooperatively with ACTSM Board, Leadership and the Education Team to enhance the organization’s brand, image, and message
- Effectively manage staff responsible for the donor database and acknowledgement process for all donations, including donor records and recognition

*Events Management (20%)*

- Responsible for developing and executing a fundraising events plan tied to donor cultivation, acquisition, stewardship, and income generation and in alignment with overall organization strategy and mission objectives
- Strengthen and grow the community of donors and advocates by organizing effective donor-focused experiences while meeting budget expectations
- Collaborates with the Education Team to ensure effective communication for events
- All other duties the Supervisor may deem a necessary job responsibility, e.g. short-term special projects



### **Required Minimum Qualifications:**

- Bachelor's degree in nonprofit management, marketing, communications, or a related field, or equivalent practical experience
- 3-5 years fundraising experience, especially with major donors, cultivation and stewardship programs, and event planning and execution; preferred in nonprofit settings
- Expert proficiency with verbal and written communication in English and Spanish
- Experience with management of employees
- Experience as an ACTS Retreatant and Team Member; additional experience serving as an ACTS Director, parish ACTS Core member, and/or a member of an ACTSM Chapter preferred; or willingness to attend an ACTS Retreat within first six months of employment
- Expert facility with technology including, but not limited to desktop/laptop familiarity, Office 365, CRM or Donor Management System, virtual communication (phone, online video conferencing, email)
- Must possess excellent organizational skills; strong attention to detail; ability and flexibility to handle new tasks and shifting deadlines; and effective multi-tasking abilities
- Must have excellent editing, proofreading, grammar, spelling, and outstanding communication skills, orally and in writing
- Ability to handle high-volume workload is essential
- Ability to work effectively in teams
- Knowledge of Catholic teachings and hierarchy

### **Working Conditions:**

- General Office work environment
- Ability to work evenings and/or weekends
- Willingness to travel with an overnight stay if needed
- Ability to lift, push and pull 30 lbs. alone and 50 lbs. with help
- Valid Texas Class C driver's license, proof of automotive liability and reliable transportation

### **Additional Information:**

- Office hours are 8:30 AM – 5:30 PM, Monday-Friday; additionally, there may be occasion to travel and/or participate in evening and weekend activities as needed
- Position is office-based
- Position is contingent upon Background Check and required job requirements

### **INTERESTED APPLICANTS:**

- Please submit an introduction letter and resume to [employment@actsmissions.org](mailto:employment@actsmissions.org)
- Position open until filled

The above information is intended to describe the general nature and level of work being performed by employees within this classification. It is not intended to be construed as a comprehensive list of all duties, responsibilities and qualifications of employees so classified.