

Our Impact

We believe that faith communities are transformative – that it changes who we are, how we live and how we see the possibilities in our own lives and in the lives of those around us.

POSITION: Manager of Communications

IMPORTANT MISSION

Founded in 1905, Catholic Extension is one of the leading faith-based nonprofits in the United States. Catholic Extension works in solidarity with people in America's poorest regions to build up vibrant and transformative Catholic faith communities. With the generosity of individual donors and local and national foundations, Catholic Extension raises funds to help these poor, forgotten, and often isolated communities to flourish. We invest in:

- **BUILDINGS** by supporting the construction and renovation of churches and church facilities.
- **LEADERS** for the Church by providing education, training and support to seminarians, priests, sisters, deacons and lay leaders.
- **MINISTRIES** by supporting pastoral, youth, young adult, campus and outreach ministries, Catholic schools and religious education.

MEANINGFUL ROLE

As a member of a small, but instrumental team and reporting to the Vice President of Communications and External Relations in our Chicago office, the Manager of Communications crafts language and tells stories that inspire donor giving. You will handle a wide variety of assignments that support and amplify the work of development and mission departments. From time to time, you pivot and enthusiastically pursue an opportunity because it's important to advancing our mission!

Some responsibilities of the Manager of Communications include:

- Research, write, and edit content for use across multiple platforms including printed publications, website and social media outlets.
- Drive exceptional content solutions that align with our mission and the needs of our internal customers, especially the mission and development departments.
- Ensure created content is on-brand, consistent in terms of style, quality and tone of voice. Be a steward of best practices in messaging, grammar, writing, and style.
- Leverage and repurpose content and existing high-performance assets to increase reach and visibility to targeted audiences across multi-channel communications.
- Ensure our mission narrative is strategically infused for optimal engagement in every communication.

DYNAMIC TEAM

Catholic Extension is very proud of its staff as each one contributes to impacting our mission. Our skilled, dedicated and mission-focused team is motivated every day to be a leader in their role to contribute to our mission: Catholic Extension works in solidarity with people in America's poorest regions to build up vibrant and transformative Catholic faith communities. We recruit staff who are hard-working and who have a growth mindset and who genuinely enjoy working together. In our most recent Employee Satisfaction Survey, 100% of survey participants agreed that "Catholic Extension is a great place to work!"

45 full-time employees are based at its headquarters in Chicago or in one of its regional offices. Our talented and experienced staff works in a fast-paced and team-focused culture. We offer competitive salary and comprehensive benefits to include medical, dental, vision, matched 403b, paid time off, holidays, professional development opportunities, healthy office snacks and more.

CORE VALUES

- **Creativity:** We identify and invest in innovative solutions to the challenges that confront our Catholic faith communities.
- **Excellence:** We set the highest standards for every aspect of our organizational life and mission.
- **Trust:** We forge relationships in the spirit of mutual trust.
- **Accountability:** We are committed to our Team Covenant to enable us to fulfill our mission more effectively.

HOW TO APPLY

Catholic Extension has retained **DeVine Consulting** to assist in this confidential search processes. Inquiries, nominations, and applications (including a cover letter, current resume and writing samples) should be directed electronically to:

Margie DeVine, CFRE, President
DeVine Consulting
Email: CEjobs.2020.managerofcomm@gmail.com
Phone: 773.892.2993

Catholic Extension is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.