

Coordinator of Mission Programs
POSITION GUIDE



Building Faith | Inspiring Hope | Igniting Change

Winter 2024

CATHOLIC EXTENSION SOCIETY

Founded in 1905, Catholic Extension Society's mission is to work in solidarity with people to build up vibrant and transformative Catholic faith communities among the poor in the poorest regions of America. Catholic Extension Society accomplishes this by strategically partnering with Catholic dioceses to build facilities, educate leaders, and support essential ministries in the most under-resourced regions of the country. With its high-touch and innovative approach, Catholic Extension Society helps Catholic faith communities build their capacity to inspire hope and drive positive change.

The organization's impactful initiatives include programs and projects on the southern border, post-hurricane rebuilding efforts in Puerto Rico, support for college campus ministry and youth outreach, church and funding scholarships of lay and ordained leaders at major Catholic Universities. In the past year alone, Catholic Extension's collective programs and partnerships had a financial impact exceeding \$225 million across 40 U.S. states and territories.

To sustain this vital mission, the organization annually raises \$25-30 million from 25,000 donors through a mature and comprehensive development program featuring diverse revenue streams. For a deeper understanding of philanthropy's role at Catholic Extension Society and the impact of its mission, explore the insights provided in its [2022 Annual Report](#).

Catholic Extension, headquartered in Chicago, boasts a dedicated full-time staff of 50 professionals, either based in the headquarters or regional offices. The team comprises talented and experienced individuals thriving in a dynamic, fast-paced work environment with a strong emphasis on collaboration and a team-focused culture. For further details about Catholic Extension, visit the [CE Website](#).



“People come together in faith in moments of crisis to strengthen one another and to realize that they are not alone.”

--Fr. Jack Wall, President of
Catholic Extension

COORDINATOR OF MISSION PROGRAMS

Catholic Extension's Mission department collaborates with dioceses across the United States and Puerto Rico to establish enduring relationships that lead to sustainable investments in people, infrastructure, and ministries. Through the efforts of the Mission team, Catholic Extension and its donors contribute to the growth and strength of the Church in America.

Reporting to the Chief Mission Officer, the Coordinator of Mission Programs will have the following responsibilities:

1. **Information Management:**
 - Respond to information requests from various departments within the organization.
2. **Funding Request Processing:**
 - Handle the receipt and processing of funding requests for mission initiatives.
3. **Financial Coordination:**
 - Coordinate with the Finance department on cash flow and planning payments related to mission programs.
 - Support Catholic Extension Society's annual audit process through appropriate records management.
4. **Data Analysis:**
 - Produce data analysis related to the characteristics of communities served, or impact of Catholic Extension Society's various programs.
 - Analyze data to spot trends and unique situations in Extension dioceses.
5. **Event Support:**
 - Support planning and logistics of Catholic Extension's various events and convening with Church leaders across the country.
 - Periodically travel with staff to provide support to events and meetings in the communities we support.
6. **Marketing, Fundraising and Stewardship Support:**
 - Review and process potential marketing stories, stewardship opportunities, and other follow-up items for donors.
7. **Supervision:**
 - Oversee work supported by Corporate Work-study student(s).
8. **Communication with Dioceses:**
 - Make requests for information, help communicate new initiatives, and communicate funding decisions to our diocesan contacts.
9. **Database Management:**
 - Work with Mission team to maintain the integrity of its database.
10. **Leadership and Model Behavior:**
 - Be a role model for integrity, fiscal responsibility, ethical behavior, and managerial excellence supporting the mission of Catholic Extension.
11. **Other Duties:**
 - Perform other duties as assigned.

QUALIFICATIONS

- Minimum of three years post-college fundraising experience, preferably in an office setting.
- Exposure to multi-cultural environments is desirable.
- Willing to undertake work related travel.
- Able to work in an office setting.
- Relational, positive attitude, highly collaborative, and customer service oriented.
- Highly organized with a creative mindset and the ability to execute new ideas.
- High standards of attention to quality and detail.
- Spanish language proficiency helpful, but not required.
- Ability to excel in a collaborative, team-based environment.
- Exceptional listening skills with proven experience building and sustaining quality relationships.
- Energetic, self-starting strategic thinker with strong organizational skills.
- Excellent design, proofing, writing, and editing skills.
- Respect for the mission and teachings of the Catholic Church.
- Sense of humor.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Comfortable working with database programs and quick learning of new software.

TO APPLY

To apply, please send your resume and cover letter to 2024CE.MissionProgCoor@gmail.com. Further inquiries or questions? Please call our recruiting partner Margie DeVine on her cell at 773-892-2993.



Building Faith | Inspiring Hope | Igniting Change

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

We offer a competitive salary and comprehensive benefits package to include medical, dental, vision, disability, 403b with company matching, paid time off, paid company holidays, commuter assistance, professional development opportunities, mentoring and more!

Catholic Extension is located at 150 S. Wacker Drive, 20th floor, Chicago, IL. For more information about the organization, please visit: www.catholicextension.org.



Serving Nonprofits in Chicago and Northern Michigan
devineconsulting-midwest.com