

Director of Engagement and Events



Building Faith | Inspiring Hope | Igniting Change

Summer 2025

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.

Our initiatives span from southern border ministries and post-hurricane rebuilding in Puerto Rico to campus ministry support and scholarships for lay and ordained Catholic leaders at major Catholic universities. In the past year alone, Catholic Extension Society'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 on average \$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 [2024 Annual Report](#).

Catholic Extension Society, 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 Society, 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 Society

WHY JOIN US?

National Mission, Local Impact – Be part of a powerful mission that strengthens Catholic faith communities in under-resourced areas across the United States. Experience firsthand how strategic funding and thoughtful partnerships transform lives and parishes.

Dynamic Culture – Join a high-performing, purpose-driven team in downtown Chicago. We foster collaboration, move with intention, and celebrate the impact of our shared work.

Room to Grow – This is more than a job. It is a chance to deepen your skills, gain national exposure, and grow within a respected organization. This position is open due to the retirement of a long-standing and valued team member, reflecting the stability and longevity Catholic Extension offers.

DIRECTOR OF ENGAGEMENT AND EVENTS

Catholic Extension is seeking a mission-driven, detail-focused, relationship-oriented Director of Events and Engagement to lead the planning and execution of our most important organizational gatherings—from high-profile donor receptions and annual celebrations to board meetings and mission retreats.

This is not your typical events job. We are looking for a masterful organizer and creative problem-solver who thrives on complexity, exudes hospitality, and knows how to translate vision into seamless experiences. In this role, you will be responsible for shaping the atmosphere and logistics of our signature events that celebrate faith, foster relationships, and advance our mission across the country.

Job Responsibilities

Reporting to the Vice President of Development, the Director of Engagement and Events will:

- **Lead Event Strategy and Execution:** Take full ownership of CES's portfolio of events—from initial planning through successful completion. Events vary in size and scope and include donor events, board meetings, mission celebrations, national conferences, and milestone dinners.
- **Plan with Purpose:** Handle all logistics with precision, including venue selection, vendor management, catering, AV, guest accommodations, transportation, collateral, and more.

- **Partner Across Teams:** Collaborate with the Development and Mission departments to clarify objectives, define roles, and ensure every event is staffed and executed with precision.
- **Manage Key Relationships:** Serve as the meeting/event liaison to our Board of Governors, ensuring exceptional hospitality and logistical support for board meetings, dinners, and committee gatherings.
- **Support Signature Gatherings:** Manage all aspects of our biennial Mission Bishops Conference and Spirit of Francis Award Dinners—events that help to define our identity and impact.
- **Oversee Event Data and Communications:** Utilize our CRM system (Virtuous) to track invitations, RSVPs, and event segmentation, and coordinate collateral such as invitations, programs, and signage.
- **Ensure Fiscal Excellence:** Work with Finance and Accounts Payable on budgeting, invoicing, and vendor payments with integrity and transparency.
- **Manage CES Branded Apparel:** Oversee selection, inventory, and distribution of organizational apparel.
- **Be a Role Model:** Demonstrate integrity, fiscal responsibility, ethical behavior, and managerial excellence in support of CES's mission.
- **Other Duties as Assigned:** Remain flexible and ready to contribute wherever needed.

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QUALIFICATIONS

Catholic Extension Society is looking for a post-college professional to join our Chicago office. Candidates should have at least 6 years of work experience, ideally within a midsize or larger nonprofit, university, or Catholic organization.

Other desirable attributes include:

- Ability and willingness to travel. While most travel is domestic, some international travel may be necessary.
- Demonstrates thoughtful, organized, and efficient execution, consistently meeting or exceeding expectations.
- Reliable, punctual, and proactive in completing responsibilities with minimal supervision.
- Produces a consistently high volume of quality work that meets or exceeds expectations.
- Possesses deep understanding of event and project management in the context of nonprofit mission advancement.
- Identifies and resolves issues effectively, making informed decisions that align with CES standards.
- Independently drives progress, tracks results, and takes ownership of tasks from start to finish.
- Embodies CES values by responding promptly, listening well, and collaborating with both internal and external stakeholders.
- Open to learning new skills, adopting fresh approaches, and embracing technology that improves effectiveness and efficiency.

Supervisory Responsibilities

- Manages the direct report of Events and Administration Associate.
- Provides direction to the Administrative Assistant of Development and Executive Assistant to the President for select initiatives.

TO APPLY

Catholic Extension Society has engaged DeVine Consulting to support this search. To apply, please email a resume and cover letter outlining your qualifications and interest in the role to: CE2025.events@gmail.com.

We are reviewing applications on a rolling basis and hope to fill the role early this fall.



We offer a competitive salary starting at \$95,000 based on experience and a 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 Society is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.

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



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