

**ASSOCIATE ADVANCEMENT DIRECTOR  
CAMPAIGNS AND EVENTS  
MARMION ABBEY AND ACADEMY  
Aurora, Illinois  
POSITION DESCRIPTION**

The Advancement Office is responsible for the creation and implementation of the overall fundraising, communication and donor cultivation programs for the Academy, Abbey, Abbey Farms and Guatemala Mission.

The Associate Advancement Director Campaigns and Events is a full-time position focused on donor/prospect research, statistical reporting and analysis, management of long and short term campaign efforts, and organization/execution of major advancement events. This position reports directly to the Director of Advancement and work closely with all members of the Advancement team.

**Primary Responsibilities:**

- Perform a broad range of organizational and planning functions as well as complex and technical office work involving donor and volunteer correspondence, constructing spreadsheets, and executing various research projects.
- Serve as an active prospect identifier, contacting prospective donors for personal visits and processing any necessary follow up.
- Make creative connections between and among people, events, programs, and their associated circles.
- Prepare data and spreadsheets and summary reporting for Capital Campaign, Board Meetings, Donor Visits, Business Sponsorships, etc.
- Manage campaign efforts: i.e Capital, MARMION FUND (Giving Tuesday, BIG GIVE)
- Schedule appointments for Head of School, Advancement Director, yourself and others as needed.
- Coordinator of:
  - Regional Reunions
  - Salute to Youth Dinner Dance
  - Oktoberfest
  - Abbot Marmion Society Mass and Dinner
  - Canterbury Society Mass and Brunch
  - Board of Trustees Meetings
  - Other special events, such as, anniversaries, dedications, donor recognitions.
- Recruit and manage volunteers
- Create/maintain campaign schedules, monitor activity.
- Research and identify grant opportunities.
- Submit grant applications for opportunities identified as high probability of success.
- Manage and submit follow-up materials necessary for the completion of grants received.
- Take and prepare minutes for Board/Campaign meetings.
- Provide support at Alumni Association events.

Other Duties as Assigned

Qualifications:

- Bachelor's degree in Business, Marketing or related field
- A minimum of four years' experience developing and implementing annual giving, major gift, planned giving, grant writing, capital campaign, public relations and marketing programs
- Strong, demonstrated experience engaging stakeholders - boards, colleagues, parents, alumni, students and other donors
- Thorough knowledge of advancement best practices and strong communication skills
- Proven success in organizing and executing large events
- Proficiency in Microsoft Outlook, Word, and Excel required
- Experience with PC and Mac applications
- Proficiency using databases, making queries and running reports.
- Excellent verbal and written communication skills
- Must pay great attention to detail in composing, typing and proofing materials
- Must be organized and have the ability to prioritize and meet deadlines, think strategically and work independently
- Must have ability to maintain absolute confidentiality and professionalism
- Deep appreciation and understanding of the Marmion's mission and the ability to articulate its values and vision internally and externally.
- Willingness to work evenings and weekends as needed.

Qualified candidates should apply online at [marmion.org/jobs](http://marmion.org/jobs) by December 4, 2017.