



**Assistant Director of Promotions
Office of National Collections**

Position Description

Lead agent for the promotion of the bishops' administered Annual Collections, emergency national collections, and the coordination of the office's educational programs. Annual Collections include the Catholic Home Missions, Aid to the Church in Central and Eastern Europe, Church in Latin America, Catholic Campaign for Human Development, Catholic Communications Campaign, Catholic Relief Services Collection, the Solidarity Fund for Africa, and the Peter's Pence Collection. Supports promotional efforts of other Annual Collections like the Retirement Fund for Religious, the Collection for the Holy Land, and the World Mission Sunday Collection. Supervises two staff persons and is responsible for promoting the fundraising activities of the bishops including preparation of specific campaigns and collections. Supports the bishops' strategic plan for the Conference and assists the Executive Director in promoting and implementing the plan. Demonstrates shared qualities of effectiveness in all work interactions.

Requirements

Level: Master's Degree or combination of Bachelor's degree and equivalent work experience.

Major Field/Specialty: Business, Marketing, Public Relations, including Media Communications, Finance, Computer Science

Foreign Language Requirement: Spanish helpful, but not required.

Other Specialized Training:

- Knowledge of the structures, protocols, and practices of the Catholic Church.
- Familiarity with the U.S. diocesan system and with Catholic fund raising/development initiatives.
- Excellent organizational and leadership skills.
- Excellent communications skills: English (oral and written), Spanish desirable.

- Demonstrated knowledge of Microsoft Office Programs.
- Understanding of religious education and formation is helpful.

Type and Nature of Professional Experience (minimum 5-6 years):

- Management (including supervision and/or organizational development) experience necessary.
- Experience with fund raising and/or development activities; direct experience with national collections is ideal.
- Experience in Marketing is desirable.
- Experience in publishing or advertising is helpful.
- Ability to follow established policies and procedures.
- Ability to work with peers, colleagues and others to achieve mission goals and objectives.