



## Campaign Positions Available October 2014

The Archdiocese of Chicago is one of the largest Catholic dioceses in the United States with 2.2 million Catholics. The Archdiocese is divided into six vicariates, 31 deaneries and 356 parishes. There are more than 250 schools, and numerous ministries and programs serving the people of Cook and Lake Counties in Northeastern Illinois. This local church is pastored by Francis Cardinal George, OMI, Archbishop of Chicago with Archbishop Blase Cupich to be installed on November 18.

The Archdiocese is in the midst of the *To Teach Who Christ Is* capital fundraising campaign, a \$350 million effort for parish needs, Catholic education and faith formation. The Archdiocese seeks nominations or applications for four positions to assist the campaign effort.

**Parish Campaign Director** – Responsible for the planning and implementation of parish capital fundraising campaigns. Duties would include communications, marketing, and strategic planning in a Catholic parish fundraising effort. Parish assignments will include working with professional fundraising counsel from CCS Fundraising.

**Campaign Administrative Assistant** – Responsible for providing assistance and support of an administrative, clerical, and technical nature to the campaign office. Duties would include database management, logistics coordination, scheduling, presentation creation and other marketing support activities.

**Donor Relations Coordinator** - Responsible for organizing, planning, and implementing programs to properly cultivate and steward benefactors for the *To Teach Who Christ Is* campaign and the ministries it supports.

**Senior Relationship Manager** – Responsible for the planning, cultivation and solicitation, as well as stewardship of, a portfolio of major gift prospective benefactors to benefit the *To Teach Who Christ Is* campaign and the ministries it supports.

In addition to outstanding oral and written communication skills, a strong preference will be made for bilingual and minority applicants. To nominate a candidate or to apply, please email a pdf copy of your cover letter, salary expectations, and professional resume to Elin Schriver [eschriver@archchicago.org](mailto:eschriver@archchicago.org).