

PROVINCE OF OUR MOTHER OF GOOD COUNSEL -THE MIDWEST AUGUSTINIANS  
**ASSOCIATE ADVANCEMENT DIRECTOR – COMMUNICATIONS**

October 2016

POSITION OVERVIEW

Working closely with the Province Advancement Director and the Prior Provincial, the Associate Advancement Director for Communications is responsible for formulating and managing the overall communications strategy for the Province with special emphasis on messages and media intended to attract and retain loyal supporters, donors, and vocations. This includes all publications, electronic and social media, newsletters, brochures, mailings, website, and any related mediums for general communications, advancement, and vocations outreach.

SPECIFIC DUTIES

- Create and manage an annual communications strategy employing all mediums and social media,
- Design and produce four quarterly newsletters – for print and web,
- Produce an e-news update for distribution bi-monthly,
- Assist staff in the design and production of letters for soliciting gifts,
- Assure that all content in any publication or media is edited, accurate, timely, and up-to-date,
- Manage the Province web presence (7-8 blog posts a month),
- Produce a Province annual report,
- Produce case statements, flyers, brochures, websites, invitations, and other media required for advancement such as the gala, annual fund, major gift programs, and planned giving programs,
- Conduct periodic assessments of the interests of donors and supporters.

RELATED REQUIREMENTS

- A practicing Catholic with a passion for the faith,
- Knowledge of the Augustinians, their values, and Midwest presence is a plus
- Familiarity with donor database management software particularly Blackbaud Raiser's Edge,
- Know and work with Microsoft Office,
- Working knowledge of web management software such as Squarespace
- Four-year liberal arts degree from an accredited college or university,
- Certification in marketing, public relations, fundraising, or related fields is a plus,
- Willing to travel locally, and on occasion travel overnight and out-of-state.

OTHER RELATED PERSONAL ATTRIBUTES

- Results and measurement oriented – sets metrics and goals and meets them,
- Exhibit sincerity, enthusiasm, affability, and enjoy meeting a variety of people,
- Task focused and data-focused; well organized,
- Flexible and willing to learn and try new strategies and tasks,
- Able to work in a small office setting (six advancement staff total),
- Totally discreet with information regarding the Province and donors,
- Self-starter, take initiative, and a team player.

LOCATION/HOURS - This position is in Chicago, IL. General office hours are 8:30 to 5:30 P.M., M-F.

**For more information contact Michael Gerrity at 773-595-4035 or at [michael@midwestaugustinians.org](mailto:michael@midwestaugustinians.org)**