

St. Thomas More Catholic Newman Center

*1502 Warren Street
Mankato, MN 56001*

Position: Mission Advancement Associate & Marketing Coordinator
Location: St. Thomas More Catholic Newman Center
Status: Full-Time
FLSA: Non-Exempt
Reports to: Director of Mission Advancement

Summary & Scope:

The St. Thomas More Catholic Newman Center is seeking an energetic, driven, and collaborative Mission Advancement Associate to join our team. This role will directly support the fundraising and marketing efforts of the Center. The ideal candidate will help manage communications, marketing, graphic design, donor research, and will work alongside the Director of Mission Advancement to enhance public awareness and strengthen relationships with supporters.

Key Responsibilities:

Communications & Marketing:

- In coordination with the Director, design yearly appeals for Give to the Max Day, Easter Renewal Matching Challenge, Summer Newsletter, Christmas appeal, Gala invitations/programs, and save-the-dates.
- Manage monthly e-newsletter development and distribution to keep donors and supporters engaged with the Center's activities.
- Oversee the marketing plan for events, appeals, and campaigns across digital platforms such as the website, email, and social media.
- Help develop marketing and promotional materials, including video/photo content to showcase the ministry's impact.

Event Planning & Support:

- Manage the logistical planning and execution of major fundraising events, including the annual gala, Christmas event and senior dinner.
- Coordinate event details such as venue, volunteers, promotional materials, gala materials, and registration process.

Gift Acknowledgment & Stewardship:

- Manage the gift acknowledgment process, ensuring personalized thank-you notes are sent within 1-2 weeks of gift receipt.
 - Work with the Director of Mission Advancement, Father, students, and volunteers to ensure prompt and meaningful thank-you communications, especially for major gifts.
- Collaborate with business administrator to ensure all gifts are entered accurately and acknowledged in a timely manner.
- Oversee pledge reminders and recurring gift follow-ups.

Donor Research & Database Management:

- Create and maintain donor profiles to ensure effective stewardship.
 - Regularly update and manage donor data, ensuring accurate records of giving history, address changes, and donor engagement tracking.
- Conduct research to identify potential major gift donors and monthly giving prospects, and organizing donors based on their giving capacity.

Monthly Giving Support:

- Maintain relationships with monthly donors, ensuring they receive updates and thank-you communications.
- Monitor and update monthly gift information, including handling cases where credit card or bank details need updating (typically 3-4 transactions per month).
- Research new monthly giving prospects and coordinate with the Director to connect with potential donors.
- Coordinate with the Director of Mission Advancement and FOCUS Team on spiking monthly giving from recent alumni and graduating seniors.
- Oversee pledge reminders and recurring gift incentives (Mugs & Magnificat subscription)

Strategic Planning:

- Play a key role in strategic planning sessions, bringing fresh ideas to improve donor engagement and support the Center's mission.
- Collaborate with the Director to develop the annual development plan.

Grant Writing:

- Assist with the annual grant writing process, 1-2 grants per year.
 - Coordinate with the Director and Newman Pastor to align on the vision for the grants, maintain communication with the foundations, and provide grant updates and reports on how funds were used.

Qualifications:

- Bachelor's degree in communications, marketing, or a related field preferred (flexible based on experience).
- At least 2 years of experience in fundraising, donor relations, or related roles (experience in non-profits or mission-driven organizations is a plus).
- Strong organizational skills, attention to detail, and the ability to manage multiple projects simultaneously and ability to work collaboratively on a team.
- Proficiency in Microsoft Office, Adobe InDesign, Illustrator, Photoshop, Canva and knowledge of basic HTML for CMS updates.
- Experience with donor databases (e.g., Bloomerang or similar CRM systems) and gift processing is a plus.

Other Skills & Attributes:

- Collaborative team player with a problem-solving mindset and a willingness to take initiative.
- Ability to independently manage projects and tasks while contributing to broader team goals.
- Passion for the mission of the St. Thomas More Catholic Newman Center and the ability to communicate that passion to others.
- Interest in engaging with benefactors.
- Flexibility to work in a fast-paced environment with occasional evening or weekend events.

Work Environment & Physical Demands:

- Ability to lift and carry materials (5-20 lbs), move files, and perform general office tasks.
- Must have reliable transportation and be willing to attend off-site events and meetings as needed.

Non-Essential Job Responsibilities:

- Assist with administrative functions related to the position.
- Support other organizational projects as needed.

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