



Old St. Patrick's Church

Job Title: Director of Events and Member Engagement

Reports to: Chief Development Officer

Department: Advancement

Direct Reports: 1

Hours: Full Time

Revised: March 2026

Apply with cover letter to: jobs@oldstpats.org

DESCRIPTION:

Position Summary

This high-profile role is part of the advancement ministry and oversees the strategic planning, management, and execution of Mission Funding Events and Member Engagement at Old St. Patrick's. The Director is responsible for creating meaningful experiences that deepen engagement, strengthen community, and inspire continued support. This role requires professionalism, extensive experience in event, donor, and volunteer management, and the ability to manage multiple projects simultaneously.

Key Responsibilities

1. Events Management

- Plan, coordinate, and execute mission funding and community-building events, both in-person and virtual.
- Manage budgets, vendor contracts, event timelines, and on-site logistics.
- Collaborate with clergy, staff, and committees to ensure events align with the organizational mission and values.
- Develop post-event evaluations to measure success and gather feedback for continuous improvement.
- Oversee all major fundraising events, including *Siamsa na nGael*, *Shamrock'n*, *The Emerald Deck The Hall*, and *Broadway on Adams*.
- Handle ticketing and donation systems, vendor relations, and sponsorship solicitations.

- Lead event marketing and communications, including PR, website, social media, marketing collateral, media appearances, and email campaigns.

2. Member Cultivation & Engagement

- Design and implement strategies to enhance member onboarding, engagement, and stewardship.
- Coordinate recognition programs and communications tailored to donor/member segments.
- Track and analyze engagement metrics to inform strategies, improve experiences, and increase revenue.

3. Member Onboarding Programs

- Develop and manage orientation events, materials, and mentorship programs for new members.
- Support integration of new members into community life and connection to volunteer and giving opportunities.
- Partner with ministry leaders to align onboarding programs with long-term engagement and stewardship goals.

4. Volunteer Leadership

- Recruit, train, and coordinate volunteers for events and member programs.
- Provide ongoing communication and support to volunteer leadership committees.
- Ensure volunteer experiences are meaningful, organized, and mission-focused.

5. Strategic Planning & Collaboration

- Contribute to organizational strategies related to events, membership growth, and engagement.
- Collaborate across departments to create cohesive experiences for members and donors.
- Work closely with the Chief Development Officer on budgets, fundraising goals, and staff development.
- Evaluate events for relevance, impact, and alignment with Old St Pat's goals.

Qualifications

- Minimum of 3–5 years of experience in event planning, development, or a related field.
- Strong interpersonal, written, and oral communication skills.
- Proficient in Microsoft Office and Google applications.
- Highly organized, detail-oriented, and skilled at prioritizing multiple projects.
- Professional, discreet, self-motivated, and able to work evenings and weekends as needed.
- Experience managing volunteers preferred.
- Bachelor's degree or equivalent experience required.
- Demonstrates understanding, respect, and support for Catholic Church mission and values.

Benefits

<https://www.archchicago.org/documents/70111/4987905/Benefits+Summary/>

The Advancement Ministry at Old St. Patrick's curates welcoming events and engaging campaigns that invite members and friends to support and serve our community. We cultivate generosity, raise the resources needed to fulfill Old St. Pat's mission and vision, and express heartfelt gratitude for every gift entrusted to our care. The Advancement Ministry shapes and reflects who we are called to be, supporters of the Church.