



OLD ST. PATRICK'S

**Old St. Patrick's Church**

**Job Title:** Director of Marketing & Communications

**Hours:** Full Time, In Person

**Reports to:** Chief Development Officer

**Department:** Advancement

**Hours:** Full time, exempt

**Revised:** March, 2026

**Apply with cover letter to: [jobs@oldstpats.org](mailto:jobs@oldstpats.org)**

**DESCRIPTION:**

Located in the West Loop, Old St. Patrick's Church is a vibrant Catholic community of more than 8500 active members, committed to answering God's call through radical inclusivity, beautiful worship, and transformative kinship. As a key member of the Old St. Patrick's Staff Team, the Director of Marketing and Communications will develop and execute the strategy to represent Old St. Pat's to both internal and external audiences, grow engagement and deepen affinity.

The Director will report to the Chief Development Officer and work closely with the leaders of Old St. Pat's various ministries to ensure that messaging is reflective of the respective groups' goals and objectives. The Director role is both strategic as well as executional, and is responsible for building relationships with various internal and external constituencies of Old St. Pat's.

## **GENERAL RESPONSIBILITIES:**

- Works with the Leadership team to develop and execute an annual communications plan to support the mission and vision of Old St. Pat's.
- Recruit and engage volunteers for the Marketing and Historian committees to support the Parish.
- Weekly: Develops and stewards printed bulletin, e-blast, social post (IG, FB and LI) and website updates per the annual communications plan.
- Contribute as a content creator of copy and visuals utilizing the tools noted in the Skills section.
- Manage workflow, turnaround time and performance of Marketing Coordinator and contractors
- Secure and work with vendors/contractors, including graphic designers, printers, videographers, photographers, and public relations agencies as needed to support events, programs, and revenue appeals.
- Oversee historical records and documentation for Old St. Pat's..

## **STRATEGY & EXECUTION**

- Lead development of strategic direction for all print and digital vehicles (includes design, content, infrastructure and delivery) for all church events and individual ministries.
- Provide campaign support and recommendations for Advancement, Ministry programs and the parish needs to achieve targeted results.
- Determine and track KPIs for engagement and outreach
- Participate in weekly Staff meetings and monthly Thursday Staff Mission meetings.
- Oversee design, content and production of publications including the weekly bulletin, e-newsletter and special e-blasts, social, web, banners, and other collateral.
- Ability to do hands-on implementation, as needed, in leading the Marketing Coordinator.
- Produce annual stewardship report and related materials connected to the annual October Giving campaign.

- Actively create and distribute press releases and evaluate effectiveness of outreach. As needed, act as Old St. Pat's media representative working with staff, and external audiences including the Archdiocese of Chicago Communications' team.

## **BRAND**

- Ensure consistency and quality of brand narrative and identity in all communications efforts across all ministries and departments.
- Create storytelling to support brand
- Provide regular updates to the style and brand guide.
- Provide guidance to staff on marketing best practices.

## **OPERATIONS**

- Manage marketing and advertising budget
- Manages Google Drive of shared content and photography
- Maintains shared drives of logos, imagery and historical items
- As part of the overall Leadership team, prepare Marketing updates 3x annually for Parish Advisory team and participate in meetings. Lead Marketing Advisory group 12X annually including recruitment and meeting leadership. Participates in weekly Leadership team meetings.
- Participate in Sunday and evening events and activities as needed
- Other duties as assigned.

## **SKILLS**

- Strategic thinking; creative and forward thinker, excellent writing, editing, some design ability; Highly organized with the capacity to manage multiple tasks and campaigns with competing deadlines and possess strong computer skills. Will also participate in execution of tasks requiring proficiency for campaign design & execution:
  - Canva
  - Project Management Tool (e.g. Asana or other similar program )
  - Adobe Creative Suite (including video)

- Google Office Suite
- Microsoft Office Suite
- WordPress
- Mail Chimp
- Livestream/Vimeo
- Facebook/Instagram/TikTok/Linkedin
- Podcast studio and Podcasts
- Website best practices
- Search and Google best practices
- CRM Systems

- Must demonstrate understanding, respect and support for the Catholic Church & Old St. Pat's mission and values.

## **QUALIFICATIONS**

Education: Bachelor's degree in marketing or communications or a related field

## **EXPERIENCE**

- 10-15 years experience in marketing, communications or public relations and across multiple channels (print and digital (social/website))
- Nonprofit, education or faith-based experience preferred.

## **Salary**

- \$65,000-\$80,000

## **Benefits**

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