



13280 CHAPMAN AVENUE, GARDEN GROVE, CA 92840

Position Title: Chief Engagement Officer

FLSA Status Exempt (Full-Time)

Reports to: Executive Vice President

About Us

The Orange Catholic Foundation serves the Roman Catholic community of Orange County through philanthropy and stewarding funds to protect and support ministries which further our beliefs and values in loving service to God. The Foundations vision is: Relying on the Holy Spirit, the Orange Catholic Foundation is the vibrant center of philanthropy for the Roman Catholic community of Orange County, helping to sustain and enhance the faith life of all those it serves.

The Orange Catholic Foundation (OCF) is an Independent 501(c)(3) corporation that was formed in Orange County to serve the Catholic community. The Foundation helps support individuals, families, corporations, and family foundations with their charitable giving. OCF plans and conducts major fundraising programs and events, including the annual Conference on Business & Ethics, Educational Seminars and other special fundraising events. The Foundation manages endowments and other charitable long-term funds, providing grants, always following donor intent, in support of our Catholic community.

Summary /Objective

The Orange Catholic Foundation seeks a senior staff member who is a visionary leader excited to blend their Catholic faith, marketing expertise and heart for Philanthropy into one by connecting people, implementing innovative ideas and adding value to a rapidly growing service movement. The Chief Engagement Officer will lead a team focused on philanthropy, marketing, events and stewardship. This person will advance OCF's mission through innovative strategic direction and successful use of storytelling to showcase our voice and impact through image, video, word and events. The goal of this role is to promote the organization's services, strengthen existing relationships, bring forward new partners and grow the donor-base, while measuring the return on investment through analytics. Given the nature of this work, it is imperative that this leader be an active, practicing Catholic.

Essential Function

Because all OCF employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

- Partner with the Executive Director, Executive Vice President, and Board to develop and implement robust strategic plans to achieve organizational objectives and meaningful engagement that drive donor support.
- Lead brainstorming sessions and create a plan for implementation of ideas that create win-win partnerships that advance OCF's mission.
- Provide strategic guidance on best practices of messaging and content delivery for impactful communications.
- Serve as key liaison to the Board's Marketing and Insights Committee.
- Manage a team of engagement professionals in the successful execution of strategic initiatives.
- Manage the team responsible for all engagement tools including but not limited to:
 - All events and event related materials (scripts, save the date, invitations, giving sites, donor packets, programs, signage, powerpoints, etc)
 - Website

- Print collateral (Annual Report, Donor Proposals/One Sheets, Press Releases, Annual Appeal, Acknowledgment Letters, etc)
- Monthly eNewsletter
- Visual promotion (graphic design, video, podcasts)
- All social media (daily/weekly social media posts)
- All communication and advertising vehicles (Parish Bulletins, OC Catholic, OCBJ, AdTaxi, etc)
- Drive the vision and implementation of a successful annual Conference on Business & Ethics.
- Lead the events team in planning, implementing and following up of all conferences, gatherings, seminars and events.
- Direct all stewardship work with donors and prospects.
- Analyze marketing and communications programs and make recommendations to adjust strategy and tactics to increase effectiveness.
- Prepares and manages marketing and event budgets.
- Work with Diocese of Orange Communications teams and other local media outlets.
- Work collaboratively with vendors and volunteers.
- Be responsible for ensuring accuracy in information and proofreading.
- Manage a portfolio of donors.

Supervisory Responsibility

This position will manage the Philanthropy Impact Specialist, Event Coordinator, Engagement Specialist and Marketing Consultants.

Education/Experience/Skills:

- An active practicing Catholic with a passion for the OCF and Diocese of Orange mission.
- Bachelor's Degree or equivalent experience required. Desired course of study: marketing, communications, hospitality or customer service or equivalent experience.
- 7+ years of directly related experience in the areas of marketing, communications, fundraising, event or project management.
- Forward thinker dedicated to adding value through work and connections.
- Ability to work independently while maintaining effective collaborative working relationships with co-workers, supervisors, priests, school administrators, Diocesan leadership and the general Catholic community in Orange County.
- Strong analytical skills to evaluate data, assess alternatives, and make appropriate decisions and/or recommendations.
- Compelling ability to articulate mission and services through the use of stories.
- Knowledge of volunteer management and Catholic Church infrastructure.
- Strong organizational and prioritization skills to manage multiple projects and meet deadlines.
- Ability to use contact management system and other social media to create and send emails, newsletters, etc. like MailChimp, Greenvelope, Hootsuite and AdTaxi.
- Computer proficiency, desktop publishing abilities and basic graphic design abilities in InDesign, Photoshop and/or Illustrator and technical skills to use Microsoft Office.
- Excellent interpersonal, written/oral communication, and organizational skills.
- Superior command of grammar, spelling and punctuation.
- Meticulous attention to detail.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Requirements/Work Environment

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, paper shredder and laptop
Essential Physical Tasks:	Ability to communicate, remain stationary for extended periods of time, movement around office, stand and walk occasionally, reach with hands and arms, use hands to manipulate office equipment, bend, twist, occasionally lift and carry materials as needed weighing up to 30 lbs. have good vision for extended use of computer screen.

Position Type/Expected Hours of Work/Compensation

The full-time position offers a bi-weekly rate of \$4,615.38 - \$5,384.62, plus benefits, with a schedule of Monday through Friday, 8:30 a.m. to 5:00 p.m. Evening and weekend work will be required as job duties demand.

If you have the skills and experience to help advance the mission of the Orange Catholic Foundation, please send your cover letter, resume and application to Roxanna Payton at rpayton@OrangeCatholicFoundation.org. Please note, all three items must be submitted to be considered for the position.