



JOB DESCRIPTION

Job Title: Special Events Manager

Ministry: Marygrove and Good Shepherd Children & Family Services

Reports To: Senior Director of Philanthropy of Marygrove and Good Shepherd

Date: October 7, 2025

OUR MISSION

To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

POSITION SUMMARY

The Special Events Manager plays a vital role in advancing our mission by leading the planning and execution of fundraising events that support donor cultivation, stewardship, and community awareness. This position is responsible for managing all fundraising events for Marygrove and Good Shepherd Children & Family Services, including both annual golf tournaments, Marygrove's Bloom gala, and Christmas initiatives for both ministries. In addition, the manager will support donor cultivation and community engagement events, as well as provide coordination assistance for Good Shepherd's Dodgeball Tournament and other third-party fundraising events.

Collaborating closely with internal teams and external partners, this role contributes to the strategic planning of donor engagement initiatives, manages event budgets and vendor relationships, and evaluates event outcomes using data to enhance future effectiveness. Through strategic event management and thoughtful engagement, the Special Events Manager strengthens donor relationships, enhances public awareness, and generates critical support for the life-changing programs of Marygrove and Good Shepherd Children & Family Services.

OVERVIEW & RESPONSIBILITIES

Event Planning & Execution (Marygrove and Good Shepherd)

- Lead the planning and execution of fundraising events for both ministries, including Marygrove's Bloom, Rising Stars, Lunch Club, Sip and Learns, and both annual golf tournaments.
- Coordinate all event logistics by developing timelines, managing task assignments, and serving as the primary liaison to vendors and venues.
- Oversee event budgeting and reporting, analyze results, and negotiate vendor contracts to ensure cost-effectiveness and quality.
- Facilitate and engage volunteer event committees, working closely with event chairs to ensure smooth execution and mission alignment.



- Identify, cultivate, and solicit prospects and sponsors for monetary and in-kind donations to support events and auctions.

Community Engagement (Marygrove and Good Shepherd)

- Support donor cultivation and stewardship events by collaborating with the Senior Director of Philanthropy, Donor Engagement Coordinator, and event committees to maximize opportunities for donor engagement and relationship-building.
- Build and maintain strong relationships with board members, corporate and civil organizations, parish groups, and community stakeholders.
- Provide support for all Annual Fund campaigns and events, collaborating effectively with the philanthropy team.
- Represent both ministries at community events and speaking engagements to inspire support and deepen connections with key audiences.

Community-Led Fundraising Committees (Marygrove)

- Oversee the Marygrove Women's Leadership Society, maintaining consistent communication and fostering meaningful relationships with members.
- Partner with Society leadership to develop innovative fundraising ideas that advance Marygrove's mission and expand donor engagement.
- Represent Marygrove at Women's Leadership Society events, delivering remarks or presentations as appropriate to share impact stories and mission outcomes.

Christmas Programs (Marygrove and Good Shepherd)

- Lead the planning and execution of Christmas initiatives for both ministries, ensuring all youth, families, and programs are represented.
- Collaborate with staff and youth to identify gift needs and wish lists for children, families, and program areas.
- Solicit and engage community donors to fulfill holiday giving opportunities, coordinating donor communications, collection logistics, and gift delivery schedules.
- Oversee sorting, organization, and distribution of all donated items to ensure an accurate, efficient, and heartfelt experience for donors and recipients alike.
- Maintain a high level of organization and care to create a meaningful and joyful holiday experience for every child served.

Additional Responsibilities

- Provide support for Good Shepherd's Dodgeball Tournament and other third-party fundraising events as needed.
- Perform other related duties as assigned to support the missions of both ministries and to ensure the effectiveness of the philanthropy department.

KNOWLEDGE & EXPERIENCE REQUIREMENTS

- Bachelor's degree in nonprofit management, communications, public relations, marketing, event planning, or a related field preferred; an equivalent combination of education and experience will be considered.
- 2-3 years of relevant experience coordinating fundraising events, supporting nonprofit operations, or managing projects, with a proven track record of success.
- Experience working in a mission-driven environment with diverse audiences is a plus.



SKILLS & COMPETENCIES REQUIRED

- Strong problem-solving skills with a proactive, results-driven approach.
- Exceptional verbal and written communication skills, including comfort with public speaking and the ability to tailor messaging for various audiences and platforms.
- Proven ability to manage multiple projects simultaneously while meeting deadlines in a fast-paced environment.
- High level of attention to detail and consistency in producing high-quality work.
- Experience with event planning and management software (e.g. GiveSmart, Greater Giving, or similar).
- Proficiency in digital fundraising platforms and electronic communications tools.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint); experience with graphic design software such as Canva is a plus.
- Adaptable and flexible, with the ability to manage change effectively while staying focused on priorities.
- Strong collaboration and interpersonal skills with the ability to work effectively across teams and with external stakeholders.
- Willingness and ability to travel within the St. Louis region and throughout counties served by the Archdiocese of St. Louis, with availability for evening and weekend events as required.
- Completion of Safe Environment Training – *Protecting God's Children*, as required by the Archdiocese of St. Louis.
- Genuine commitment to the missions of Marygrove and Good Shepherd Children & Family Services and an understanding of the broader mission, vision, and values of Catholic Charities of the Archdiocese of St. Louis.

RESOURCES FOR WHICH ACCOUNTABLE

- Event budgets, logistics, timelines, and vendor relationships
- Event software, marketing materials, and donor engagement tools
- Volunteer and committee coordination, including in-kind donations and auction items
- Community partnerships and records related to events and outreach
- Planning and execution of major initiatives, including the Christmas Program

Incumbent's public positions and values must be in full agreement with those of Catholic Charities and the teachings of the Catholic Church.

EMPLOYEE SIGNATURE

DATE

HR REPRESENTATIVE SIGNATURE

DATE