

Assistant Director of Communications for Advancement
Events
Marian University

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Posted Feb. 28, 2025, set to expire Dec. 14, 2025

Job Title Assistant Director of Communications for Advancement Events
Department Institutional Advancement
Institution Marian University
Indianapolis, Indiana

Date Posted Feb. 28, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Public Relations/Marketing
Development/Institutional Advancement

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=f3ac948a-32b2-4348-b82d-01adbc574664>

Apply By Email

Job Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks an Assistant Director of Communications for Advancement Events to promote our Catholic Franciscan mission and identity by reporting to the Assistant Vice President of Advancement Services and is responsible for the marketing, communications, and program development for advancement events, leveraging multi-channel approaches to engage our community of 20,000+ alumni, donors, and community partners. Additionally, this role will provide support, as needed, for other alumni and donor engagement efforts.

Required Expectations:

To perform this job successfully, an individual must be able to perform each essential duty

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satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- * A college degree (bachelor's degree preferred) or comparable experience in marketing, communications, or equivalent degree.
- * Proficiency in design tools such as Adobe Creative Suite (Illustrator, Photoshop, InDesign, etc.) or other relevant design software is a must.
- * Proficiency in Microsoft Office products.
- * Excellent organizational skills and attention to detail.
- * Exceptional interpersonal and communication skills using verbal, written, and electronic mediums.
- * Willingness to adapt to shifting priorities, demands, and timelines.
- * Professionalism and high ethical standards for maintaining confidential information.
- * Ability to work events and activities that occur outside of standard business hours—including some nights and weekends.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact