

Director of Outreach and Events
Marian University

Direct Link: <https://www.AcademicKeys.com/r?job=253904>

Downloaded On: Mar. 4, 2025 1:57am

Posted Mar. 3, 2025, set to expire Dec. 14, 2025

Job Title Director of Outreach and Events

Department Mission and Ministry

Institution Marian University
Indianapolis, Indiana

Date Posted Mar. 3, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Public Relations/Marketing

Job Website <https://marian.rec.pro.ukg.net/MAR1500MNUI/JobBoard/fde73847-46d9-4c8a-924e-a28b5c630bfc/OpportunityDetail?opportunityId=f16085ff-7d84-4e64-874e-d94a27e1a430>

Apply By Email

Job Description

Job Details

Description

As a part of a diverse community of faculty and staff who represent many faith systems and worldviews, Marian University seeks a Director of Outreach and Events for the Franciscan Leadership Institute to promote our Catholic Franciscan mission and identity by engaging with a variety of constituents for the recruitment of San Damiano Scholars.

The primary function of the Director of Outreach and Events is to intentionally direct the process of outreach to a variety of constituents, including but not limited to high school youth, parents, alumni, faculty/staff, and youth influencers (such as pastors, youth/campus ministers, teachers, and guidance counselors). The ideal candidate will be a proactive self-starter with exceptional relational and

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administrative skills, adept at delivering engaging presentations and serving as a professional representative of Marian University, the San Damiano Scholars program, and the Roman Catholic Church to diverse audiences. This position requires travel with overnight, evenings, and weekend hours.

Essential Duties and Responsibilities:

Engage the Mission: Actively engage the Catholic Franciscan mission and identity of Marian University by modeling the Franciscan Sponsorship Values and honoring the legacy of the founding congregation through transformative education, unity in diversity, leadership through service, integrating faith and life, and institutional policies.

Administration and Recruitment: Design, develop and implement a recruitment strategy for the San Damiano Scholars and Missionary Disciples Institute (60%) including:

Maximize outreach to high school prospects through national, regional and local youth ministry programs to attain 75 San Damiano Scholars and 100+ participants at the Missionary Disciples Institute annually.

Communicate and collaborate with admissions counselors, theology department, university ministry, marketing and communication, financial aid, and other internal departments.

Plan and organize community building events on and off campus for ministry-minded high school youth, parents, partners, and stakeholders.

Coordinate the process for reviewing, selecting, and awarding of the San Dam Scholars.

Formation: Assist in the formation of the San Damiano Scholars and MDI MU Mentors (30%)

Meet regularly with San Dam students one-on-one.

Actively contribute to the formation events for the San Dam Scholars, including but not limited to retreats, days of reflection, and leadership workshops.

Additional responsibilities and other duties as assigned. (10%)

University Expectations:

Knowledge of and a commitment to the mission of Marian University

Adheres to Marian University's policy and procedures

Shows courtesy and respect in interactions with fellow employees, students subordinates, and supervisors

Communicates regularly with supervisor about Department issues

Meets department productivity standards

Participates in developing department goals, objective, and systems

Assists to establish department measurements that align and support the accomplishment of the University's strategic goals

Adheres to the department budget

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Required Qualifications:

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

Baptized, practicing Catholic in good standing with the Church

Hold a bachelor's degree in theology, communication, business marketing, or similar field

Experience in public speaking

Experience of promoting or marketing ministry opportunities

Experience supporting students from a variety of cultural, socio-economic, and faith backgrounds

Experience working with university and/or high school students and providing leadership formation opportunities to them.

Familiar with the documents of Vatican II and the rich heritage of the Catholic intellectual tradition

Fluent in social media and digital communication platforms

Strong attention to detail

Excels in a collaborative work environment

Strong organizational skills

Ability to adapt and be flexible

Strong, internally motivated work ethic

Excellent communication skills

Occasional work during evenings and weekends

Proficiency in the Microsoft office suite

Preferred Qualifications:

Hold a master's degree in theology or ministry

Knowledge of the Franciscan charism and tradition

One to three years of experience in ministry

Competency in Spanish

Review of applications will begin immediately and continue until the position is filled.

For Consideration All Applications Require:

Cover Letter

Current resume or CV

Contact information of three professional references. The reference contact information must be entered after the application is submitted in the "My Presence" section of the applicant profile.



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Responses to the supplementary mission & identity questions.
Please Review Marian University's Mission & Identity Statement before responding to the supplementary questions on your application:

<https://www.marian.edu/faith>

Marian University is an Equal Opportunity Employer. All individuals, including minorities, women, individuals with disabilities, and veterans are encouraged to apply.

Contact Information

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

Contact

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