

Programming and Development Associate

The ideal candidate for this position is a detail-oriented task manager with his/her finger on the pulse of Catholic-related issues, current events, books, and speakers that are relevant to the highly educated and professionally driven patrons of the CIC, and experienced in executing on events from white-board conception to the-last-glass-of-wine reception. This candidate would also recognize the vital importance of diligence in administrative tasks large and small.

ESSENTIAL DUTIES

The Programming and Development Associate will coordinate with the Senior Director of Operations and the Director of Development to plan intellectual, spiritual, and cultural events for the general CIC audience. The Associate will provide logistical and administrative assistance in external communications and internal record-keeping for the CIC.

TASKS INCLUDE

PROGRAMS AND COMMUNICATIONS:

- Share the mission of the CIC and the joy of the Catholic faith with CIC audiences.
- Assist in setup, execution, and cleanup of CIC events.
- Assist in food and catering arrangements for private and public CIC events.
- Occasional participation as Master of Ceremonies (introductions/closing) for public CIC events.
- Manage the capture and distribution of events' audio and video/livestreams/recordings.
- Execute production of the CIC's podcast including editing, uploading, and marketing.
- Assist in execution of CIC special events, including the annual JPPII Gala, Eucharistic procession, and donor appreciation events.
- Assist in production of CIC email communications (events and development); Assist in maintenance of CIC website and podcast feed.

LOGISTICS AND DEVELOPMENT ADMINISTRATION:

- Provide excellent customer service for CIC's donors, bookstore customers, and visitors.
- Maintain data integrity of CRM database and update donor records for segmented targeting.
- Serve as a point of contact for donor inquiries related to development requests, gifts, and account updates.
- Document and deposit donations through various channels accurately and in a timely manner.
- Provide regular reporting for CIC development and accounting.
- Generate and mail routine gift acknowledgement letters and annual tax receipts.
- Assist the production of direct mail campaigns for CIC development.
- Occasional but regular assistance with front of house and bookstore-related activities and the CIC's regularly scheduled sacraments.
- Assist in routine upkeep of office and general operations.

REPORTING STRUCTURE

The position reports directly to the Senior Director of Operations (for events and operations) and the Director of Development (for development). Will work in regular collaboration with the other CIC staff and their sister non-profit organization Leonine Forum's staff.

QUALIFICATIONS

- Thorough understanding of Catholic Social Teaching and relevant cultural events.
- A jeweler's eye for detail with the ability to see the big picture.
- Experience with all elements of event planning.
- Interest in all aspects of the mission of the CIC and a dedication to promoting the CIC's programming goals.
- Excellent interpersonal skills; Excellent writing and researching skills.
- Bachelor's Degree.
- Must be able to manage occasional weekend and frequent evening events.
- Ability to establish priorities, work independently, and proceed with objectives with minimal supervision.
- Ability to work with last minute revisions at deadline.
- Able to lift and move heavy objects (approximately 50-100 lbs.)

CATHOLIC IDENTITY AND INTEGRITY

Employees acknowledge the religious nature and mission of the CIC. In accordance with their role as Church personnel and in witness to the Gospel of Jesus Christ, our employees must conduct themselves with integrity and act in a manner consistent with the official teachings, doctrines, laws and policies of the Roman Catholic Church. In addition to all other legal grounds for discipline, up to and including termination, employees may be disciplined or dismissed for conduct constituting serious public immorality, public scandal, or public repudiation of the teachings, doctrines, or laws of the Roman Catholic Church.

APPLICATION PROCESS

We will accept applications until the position is filled. Nevertheless, applications received by the close of business on **Friday, July 31, 2026**, will receive the earliest consideration.

SALARY

Commensurate with experience.

TO APPLY

Please send a cover letter and resume to CIC Executive Vice President Mitch Boersma at mitch.boersma@cicdc.org.