Digital Project Manager, The Catholic Funding Guide

FADICA, a leading organization of Catholic foundations and philanthropists, seeks a Digital Project Manager to direct its signature online resource for Catholic fundraisers and funders, The Catholic Funding Guide. The ideal candidate is a driven self-starter with a passion for tech-enabled solutions and a customer service mindset. The candidate seeks to engage in the world of philanthropy and fundraising, and/or the diverse ministries and mission of the Catholic Church.

The position provides an exciting opportunity to be part of a national organization’s dynamic team, and to lead an innovative, one-of-a-kind project that will advance the mission and impact of Catholic ministries, nonprofits and funders.

Summary:

In 2018, FADICA launched a full renovation of its online Catholic Funding Guide (the Guide) to upgrade the resource database and platform to support fundraisers with Catholic and Catholic-inspired causes, and to create a resource platform for Catholic and Catholic-inspired funders.

The project manager will oversee and coordinate the final development and design stages of this new online resource platform and database. The manager will also oversee and coordinate the development of a second new resource platform (in collaboration with technical assistance partners) to support Catholic philanthropists and grant makers.

The manager will be responsible for expanding this online resource and ensuring its relevance and effectiveness as a tool for both Catholic and Catholic-inspired grant seekers and grant makers. This will include continuous improvement of online sites and databases through data analysis and garnering regular feedback from subscribers.

The manager will be inspired by specific and measurable goals to grow the Guide’s scale, quality and subscriber membership in order to maximize its service to Catholic ministries and philanthropy. In addition, the manager will work as part of a dynamic team to engage and integrate FADICA programs and leaders as part of the Guide’s resources and platforms.
### Essential Duties & Responsibilities

Essential duties and responsibilities include:

- Provides daily coordination and implementation of the launch of Phase I of the database and platform.
- Communicates and engages with subscribers, members, and grantees regarding available Guide services and resources; and assists them in accessing online resources.
- Produces and curates educational and resource content (webinars, video interviews, and/or podcasts) for both platforms, such as fundraising how-tos, or the vocation of giving. Carries out this activity in collaboration with internal and external partners.
- Maintains and troubleshoots online services, digital content, and maintains approved content on program site.
- Fosters and maintains positive working relationships with staff, members, subscribers, potential subscribers (fundraisers and funders), non-member donors, technical assistance vendors, and partner organizations.
- Manages Phase II of the renovation and development of the platform for funders/grantmakers.
- Directs paid search and social media campaigns and analyzes the performance of those campaigns;
- Monitors analytics and develops and adapts strategies to improve sales and use of the Guide.
- In collaboration with the Director of Membership, creates and implements effective marketing and partnership strategies to expand subscriber memberships.
- Oversees customer service support
- Performs other duties as required.

### Minimum Qualifications

- Bachelor’s degree in marketing, IT, or equivalent experience is required.
- A minimum of 3-5 years of experience in website development and management, and website platforms (e.g., Joomla).
- Strong writing and communications skills, especially for marketing and/or educational purposes in a digital environment.
- Possess a track record of successfully managing multiple tasks and deadlines.
- Any combination of experience and education that serves the essential duties and responsibilities of the job description.
**Skills, Abilities, Experience**

- Demonstrated ability and experience with evolving software and technology, web content creation, and database management.
- Familiarity or experience in grant funding process, through exposure to or experience in philanthropy (grantmaking) or development/fundraising (grantseeking).
- Excellent project management skills with a passion for organization, deadlines, and attention to detail.
- Strong digital writing and content creation skills.
- E-Customer service orientation; responsive to customer feedback, and strong interpersonal skills.
- Ability to problem-solve technical and program related issues, with a strong commitment to client engagement and satisfaction.
- Experience with the Catholic Church or a faith-based organization a plus.
- Proficiency in operational and project management tools, such as Microsoft Outlook and Excel; familiarity with Adobe Creative Suite and Microsoft Project (or related tool) a plus.
- Familiarity with SEO, Google Ad Words, Facebook marketing, social media management software, or other online marketing tools.

**Employment Type**

- The position is full time and includes excellent health care and other benefits, including a 403b plan with a generous employer match. Salary is competitive for the nonprofit sector and commensurate with experience.

FADICA is an Equal Opportunity Employer.

*Employment is contingent on successful completion of standard background checks.

**Apply**

To apply for this position please send your cover letter and resume to our executive search partner:
Sherri Rosenberg
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