



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

Job Title: Events Director

Organization: Catholic Pro-life Community (CPLC)

Reports To: Chief of Staff

Job Type: Full-Time | Exempt

Location: Dallas, Texas

Mission Statement:

At CPLC, we are dedicated to promoting the sanctity and dignity of life at every stage. Our mission is to inspire, equip, and support individuals and communities to uphold the value of life and foster a culture of respect and compassion.

Position Overview:

The Events Director is a dynamic and results-driven leader responsible for planning, coordinating, and executing impactful events that align with the mission and vision of the CPLC. This role is pivotal in advancing the pro-life message, strengthening community engagement, and generating the necessary funds to sustain and grow our mission.

The ideal candidate will possess exceptional organizational skills, creativity, and a passion for the pro-life cause. They will oversee all aspects of event planning and execution, from concept to completion, ensuring every event is an inspiring experience for participants and supporters.

Key Responsibilities:

Event Planning & Execution

- Develop and implement a comprehensive annual event calendar, including fundraising galas, rallies, and community outreach events.
- Oversee all logistics, including venue selection, vendor management, and day-of-event coordination.
- Collaborate with the marketing team to create promotional materials, social media campaigns, and press releases for events.
- Ensure all events are executed within budget and meet or exceed established goals.

Leadership & Team Management

- Recruit, train, and lead a team of event volunteers and committees.
- Provide clear direction and delegate tasks effectively within the CPLC organization to support the development of events and to ensure seamless execution of events.
- Foster a collaborative and mission-driven environment among staff, volunteers, and partners.

Budgeting & Fundraising

- Create and manage event budgets, ensuring responsible stewardship of resources.
- Work with the development team to secure sponsorships, donations, and in-kind contributions to support events.
- Implement innovative fundraising strategies to increase event revenue.

Stakeholder Engagement

- Cultivate relationships with donors, sponsors, community leaders, and other key stakeholders.
- Serve as an ambassador for [Your Organization Name] at events and in the community.
- Ensure all event messaging aligns with the organization's mission and values.

Metrics & Reporting

- Develop metrics to evaluate event success and identify areas for improvement.
- Prepare post-event reports, including financial performance, attendance, and impact assessments.

Qualifications:

Required Skills & Experience:

- Bachelor's degree in Event Management, Nonprofit Management, Communications, or a related field.
- At least 3–5 years of experience in event planning, preferably in the nonprofit sector.
- Strong project management skills, with the ability to manage multiple events simultaneously.
- Proven ability to create and manage budgets effectively.
- Excellent communication, interpersonal, and negotiation skills.
- Proficiency in event management software and tools.
- Familiarity with fundraising and donor engagement strategies.

Preferred Skills & Experience:

- Experience in the pro-life movement or a faith-based organization is highly desirable.
 - Knowledge of Catholic teachings and alignment with pro-life values.
 - Creative problem-solving skills and attention to detail.
-

Key Competencies:

- Passionate commitment to the pro-life mission and values.
 - Strong leadership and team-building abilities.
 - Exceptional organizational and time-management skills.
 - Flexibility and adaptability to work evenings, weekends, and extended hours as needed for events.
-

Compensation & Benefits:

- Competitive salary commensurate with experience.
 - Health, dental, and vision benefits.
 - Paid time off, including vacation, holidays, and sick leave.
 - Opportunities for professional development and spiritual growth.
-

Application Process:

To apply, please submit the following:

1. Resume
2. Cover letter detailing your passion for the pro-life mission and relevant experience
3. Three professional references

Applications can be sent to [Your Organization Email] by [Deadline Date].

CPLC is an equal-opportunity employer and welcomes all qualified candidates who are committed to advancing the pro-life mission.