



CATHOLIC PRO-LIFE COMMUNITY

RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

POSITION DESCRIPTION

TITLE: Assistant Director, Events & Stewardship **DEPARTMENT:** Advancement
DATE: May 28, 2026 **LOCATION:** CPLC Office

GENERAL INTRODUCTION

The position of Assistant Director, Events & Stewardship exists primarily to support the mission of the Catholic Pro-Life Community to promote the sanctity and dignity of life at every stage. We are committed to inspiring, equipping, and assisting individuals and communities to uphold the value of life and foster a culture of respect and compassion.

SUMMARY OF POSITION

The Assistant Director (Events and Stewardship) 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, stewarding donors, 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. This individual will oversee all aspects of event planning and execution, from concept to completion, ensuring every event is an inspiring experience for participants and supporters.

Reporting to the Director of Advancement, the Assistant Director will lead planning and logistics for three fundraising events that are significant in meeting the annual revenue goals of the organization: the CPLC Golf Classic (September), the Christ Child Market and Brunch (November), and the Bishop's Annual Pro-Life Dinner (April); as well as a handful of smaller donor stewardship events through the year. In addition, and reporting to the Executive Director, the Assistant Director will lead a team in planning and logistics for the North Texas March for Life in conjunction with the Bishop's Annual Pro-Life Mass in January.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Events Management and Coordination

- Research, select, and help negotiate contracts for event venues and outside vendors as required.
- Manage and maintain assigned areas of event planning using organizational systems and tools to track tasks, timelines, and deadlines.
- Research processes to improve planning and results of events each year.
- Collaborate with the communications team to create promotional materials for events.
- Maintain a calendar for required contract deposit payments and other deliverables.

Leadership & Team Management

- Take direction, lead with initiative, and work within a team.
- Recruit, train, and lead a team of event volunteers and committees.
- Establish and maintain strong relationships with staff, volunteers, vendors, and other organizational departments to support event planning and logistics.
- Provide clear direction and delegate tasks effectively within the organization to support the development and ensure the seamless execution of events.
- Foster a collaborative and mission-driven environment among staff, volunteers, and partners.

Budgeting & Fundraising

- Work with the Director of Advancement on annual budget preparation to accurately forecast expected event expenses.
- Ensure all events are executed within budget and meet or exceed established goals.
- Create and manage event budgets, ensuring responsible stewardship of resources.
- Work as part of the development team to secure sponsorships, donations, and in-kind contributions to support events.
- Implement innovative fundraising strategies to increase event revenue.

Stakeholder Engagement and Stewardship

- Cultivate and steward relationships with donors, sponsors, community leaders, and other key stakeholders.
- Serve as an ambassador for the Catholic Pro-Life Community 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.

CORE COMPETENCIES

- 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.

REQUIRED SKILLS & EXPERIENCE:

- Strong project management and organizational skills, with the ability to manage multiple events, budgets, deadlines, and stakeholders simultaneously.
- Proven ability to create and manage budgets effectively.
- Excellent verbal and written communication, interpersonal, and negotiation skills.
- Proficiency in event management software and tools.
- Familiarity with fundraising and donor engagement strategies.

PREFERRED SKILLS & EXPERIENCE:

- 3–5 years of event planning experience, preferably in fundraising and the nonprofit sector.
- Experience in the pro-life movement or a faith-based organization.
- Knowledge of Catholic teachings on marriage, family and the sanctity of life.
- Creative problem-solving skills and attention to detail.

KEY QUALIFICATIONS:

- Acceptance of the magisterial teachings of the Catholic Church with a detailed understanding of the teachings on life issues
- Compliance with all Safe Environment requirements of the Diocese of Dallas and the CPLC
- Ability to support and represent the mission and values of the Catholic Pro-Life Community and the Church consistently and positively
- Must be a service-oriented self-starter
- Able to maintain confidentiality, be open-minded, and be a successful problem-solver.
- Ability to positively support the goals of the organization while demonstrating initiative and contributing ideas

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.