

MATER DEI CATHOLIC HIGH SCHOOL

900 N. Mater Dei Drive • Breese, Illinois 62230 • 618-526-7216 • materdeiknights.org

Marketing & Advancement Coordinator

Job Description

Position: Marketing & Advancement Coordinator

Reports to: Principal

FLSA Status: Exempt, Full-Time

Position Summary

The Marketing & Advancement Coordinator supports the mission and vision of Mater Dei Catholic High School by actively executing marketing and development initiatives while growing into increasing levels of responsibility and leadership. Creating meaningful connections and building relationships which support Mater Dei Catholic High School endeavors will be an essential part of this position. As a member of the administrative team, this position will work collaboratively with the principal, the director of advancement, and other team members.

This position plays a key role in carrying forward the mission of the school, managing projects, and ensuring operational excellence across campaigns, initiatives, and events. Over time, the Marketing & Advancement Coordinator will be entrusted with greater ownership of initiatives, strategic input, and independent management of key areas within marketing and development, contributing to the long-term sustainability and growth of the school mission.

Key Responsibilities

Marketing

- Support the execution of school marketing and communications initiatives across digital, print, and in-person platforms.
- Manage website updates, social media content creation and scheduling, digital announcements, newsletters, and print materials.
- Maintain brand consistency across all communications, reflecting Catholic values and the mission of the school.
- Coordinate logistics for marketing campaigns related to donor engagement, events, and school enrollment.
- Track basic analytics and engagement metrics to evaluate marketing effectiveness.



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Advancement

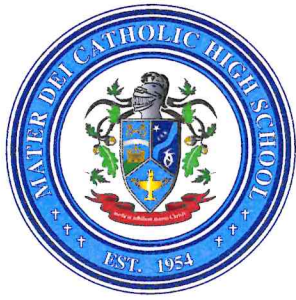
- Provide administrative input and organizational support for advancement efforts including fundraising events, campaigns and appeals, and donor communication.
- Foster a culture of gratitude and philanthropy among parents, alumni, and the broader Mater Dei community.
- Responsible for donor acknowledgements and communications.
- Responsible for event planning and championing volunteers in leadership roles for fundraising events and other mission driven gatherings.
- Utilize donor and constituent records within our software system.

Enrollment & Engagement

- Manage communications and materials for prospective families, alumni, and community partners.
- Cultivate and steward relationships with alumni to strengthen lifelong connections to the school and encourage ongoing engagement and philanthropic support.
- Coordinate marketing and outreach efforts that support school enrollment, admission events, and re-enrollment initiatives.
- Moderate the Junior Knights Program.
- Coordinate eighth grade visits to the school, including scheduling, planning, tours, and preparing materials.

Collaboration, Leadership Development & Operations

- Take ownership of designated projects and initiatives, managing timelines, deliverables, and communication among internal teams and external partners.
- Gradually assume increased responsibility for campaign management, vendor coordination, and stakeholder communication as capacity and experience grow.
- Contribute ideas and strategic insight to strengthen marketing effectiveness, donor engagement, and enrollment growth.
- Coordinate with vendors, volunteers, and external partners as needed to support marketing and development initiatives.
- Assist with department organization, calendars, timelines, and project tracking while developing strong project management skills.
- Ensure compliance with diocesan policies and ethical standards in communications and fundraising.
- Other duties as assigned.



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Qualifications

- Supportive of and respectful toward the Catholic mission, vision, and values of Mater Dei Catholic High School. Practicing Catholic preferred.
- Bachelor's degree in Marketing, Communications, Business, Nonprofit Management or related field required.
- 1-3 years of experience in marketing, communications, development, or a related role; experience in a nonprofit, faith-based or educational setting is a plus.
- Strong written, verbal, and interpersonal communication skills.
- Proficiency with digital tools including social media platforms, content management systems, and basic design or email marketing tools.
- Highly organized with strong attention to detail and the ability to manage multiple projects simultaneously.

Personal Attributes

- Mission-driven and service-minded.
- High-capacity emerging leader with a demonstrated desire to grow in strategic responsibility, decision-making authority, and organizational impact.
- Collaborative team player with a positive and professional demeanor.
- Creative, adaptable, engaging, and eager to learn.
- Reliable, organized, and proactive in supporting school goals while seeking opportunities to lead independent initiatives.

Compensation and Benefits

Competitive salary commensurate with experience, along with a comprehensive benefits package that includes health insurance, retirement plan, and tuition discount opportunities, consistent with diocesan and school policies.

To Apply

Please submit a cover letter and resume by October 31, 2026, to Principal Brandi Borries at bborries@materdeiknights.org or via mail: 900 N. Mater Dei Drive, Breese, Illinois 62230. Employment is contingent upon successful completion of a background check.