



SPOKE STREET
MEDIA

Annual Funds Coordinator - Job Description

Spoke Street Media creates and curates authentically Catholic content. Our core values include journeying with listeners, promoting a sense of belonging, and striving towards high quality standards because the audience and message deserve greatness. We aim to cultivate a team that is led by the Holy Spirit recognizing that we can't give what we don't have.

Podcasts are also made available for radio broadcast through a partnership with Redeemer Radio and future affiliates.

This is a part-time position with full-time potential based in South Bend, Indiana.

Responsibilities:

- Coordinate semi-annual and annual fundraising events for Redeemer Radio's South Bend station. This includes acting as a liaison with committees and parishes.
- Assist Fort Wayne's Annual Funds Coordinator with additional giving campaigns and grant writing.
- Oversee gratitude plans for South Bend donors

Qualifications:

- Ability to coordinate and lead a team of staff and volunteers
- Catholic candidates must be in good standing
- Non-Catholics must have respect and knowledge of the Catholic teaching
- Strong work ethic with attention to detail
- Excellent verbal and written communication skills
- Ability to manage multiple projects simultaneously
- Comfortable utilizing Google Office Suite

Qualified candidates should submit their resume and cover letter to cindy@spokestreet.com by August 15, 2022.