



Oblate Service Corporation

Missionary Association of Mary Immaculate - USA

JOB OPENING

Does it excite you to find the right words and the right media to reach the target audience? Do you enjoy developing a communications plan that shapes a brand?

Do you want to work for an organization that makes a difference in the lives of the poor and abandoned?

If so, then we want to meet you. The Missionary Oblates of Mary Immaculate are specialists of difficult missions. Our 3,500 priests and brothers help the poor and abandoned in the United States and 70 countries around the world.

Our nonprofit mission development and fundraising office, located in Belleville, Illinois, and San Antonio, Texas, raises donations for the Missionary Oblates so they can carry out their work.

We are seeking a seasoned **Full-Time Copywriter** for our Fundraising office in Belleville, IL and San Antonio, TX.

Summary of Position

Develops communication concepts, ideas and testimonials for fundraising campaigns (direct mail, website, emails, social media, publications, marketing materials, short videos, prayers, etc.). Prepares a wide variety of copy/content for print, web, emails, social media, videos, magazines, and monthly-giving clubs, telling stories of the Missionary Oblate's charism and mission-work that is compelling, inspiring and credible. Coordinates efforts with the creative team for successful fundraising activities and initiatives.

Essential Duties and Responsibilities

1. Works with the marketing team to plan communications strategy and develops concepts
2. Conducts interviews with Missionary Oblate priests and brothers, benefactors, and other persons as required for writing projects to acquire stories and photos.
3. May accompany Missionary Association staff on trips to gather and compile information and photos for publications and letters.
4. Research information for special projects.
5. Maintains various files.
6. Writes appeals, brochures, monthly response letters, newsletters, magazine, special projects, clubs, the website, emails, social media, and other creative works and communication pieces.
7. Serves as a proofreader for other printed material within the organization and is primarily responsible for proofing decisions. Maintains our internal Proofing Style Guide where it differs from AP Style.
8. Actively participates in appeal planning meetings with the cross-departmental team to review and prepare for upcoming direct mail campaigns.
9. Develops table of contents, writes stories, and works with the marketing team to plan the layout for Oblate World magazine.
10. Must possess excellent oral and written communication skills.
11. Skilled at presenting to groups. The ability to influence decisions concerning the context of written works is essential.
12. Actively participates in tracking results of creative works and marketing strategies.
13. Attends Shrine, Grotto, and other Oblate events as required for the purpose of documenting event, and/or gathering news stories.

Qualification Requirements

Individual must have a thorough understanding of the Catholic faith, and particularly the Blessed Mother. Candidates must have demonstrated skills in copywriting, and persuasive writing as related to fundraising for a missionary organization that serves an order of priests and brothers committed to the Catholic faith.

Education and/or Experience

A degree in Journalism, Communications and/or Marketing or similar work experience is preferred. Experience as a writer is required. Preference will be given to candidates with a minimum of 2 years experience writing for non-profit organization. Knowledge of AP Style.

Physical Demands

Must be able to see, hear and communicate both verbally and in writing. Schedule may involve some evenings, weekends and occasional travel throughout the United States as well as the possibility of travel to second or third world countries.

Interested candidates should send resume and salary requirements to:

Diann Donjon at ddonjon@omiusa.org or Magda Valdez at mvaldez@omiusa.org

Employee referrals are welcomed.

Oblate Service Corporation and its affiliates are an Equal Opportunity Employer