



Position: Communications and Membership Manager  
Job Type: Full-time  
FLSA Status: Exempt  
Location: Chicago based (preferred)  
Open to hybrid / remote (quarterly travel to National Office)  
Reports to: Executive Director

### Position Summary

The **Communications and Membership Manager** will serve as a key team member of the Conference staff, helping to advance its mission to educate and strengthen formators in their ministry. This person will oversee all aspects related to the RFC's communications (e.g., publications, websites, etc.). Additionally, they will coordinate membership engagement and assist in developing the member experience (e.g., benefits, resources, etc.).

### Key candidate attributes

1. **Conviction:** passionate about and dedicated to supporting those called to religious life.
2. **Collaborative:** team-focused with a growth mindset, values diversity and working effectively across cultures.
3. **Commitment:** ability to work hard, anticipate needs, and take initiative.
4. **Curiosity:** interest in exploring religious life's present opportunities and future possibilities, open to iterative processes and emerging models.
5. **Communication skills:** strong written and analytical skills, ability to think critically and creatively.

### Main responsibilities

1. Ensures RFC's messaging and brand is consistent across the organization and is communicated clearly, strategically, and effectively among external audiences.
2. Oversees and manages the development of the Conference's strategic communications.
  - websites (relforcon.org; together-formation.com; collaborative-novitiate.com)
  - digital presence (social media: Facebook, Twitter, LinkedIn)
  - publications (*InFormation*, Annual Report, *Together* Newsletters)
  - email campaigns (organizational updates, membership notices, program promotions)
  - seasonal mailings (e.g., Annual Appeal)
  - collateral materials (e.g., ForMission brochure)
3. Serves as a liaison between the RFC and other organizations that serve religious life to promote joint / collaborative programs and resources.
4. Serves as a liaison between the National Office and Member Areas, assisting with and sharing regional programming and gatherings.
5. Collects and utilizes constituent stories (e.g., member profiles) to amplify visibility, cultivate engagement, and demonstrate value of membership.
6. Curates resources for the Resources Portal (both members-only and public content), inclusive of Spanish-language resources and intercultural offerings.
7. Maintains operations and communications calendar.
8. Preserves digital asset library (pictures, video, files).

9. Coordinates archiving of publications and organizational documents by serving as a liaison with RFC's archives at Marquette University.
10. Provides technological support and assistance during virtual programming sessions (e.g., Zoom workshops).
11. Coordinates membership experience: benefits, resources, special programming, etc.
12. Manages membership sign-on and renewal processes (e.g., online renewal and payment, renewal notices, etc.), including access to the Conference's resources portal.
13. Follows-up on lapsed / expired memberships and solicits input and feedback from members.

### Position requirements

- Bachelor's degree, or equivalent. Theological training and/or pastoral ministry experience preferred.
- Familiarity with Catholic religious life.
- Knowledge of and experience with the marketing and communications field.
- Proficiency in Microsoft Office software: Outlook, Word, Excel, PowerPoint, etc.
- Detail and task-oriented with an ability to provide exemplary customer service.
- Self-motivated and capable of being responsive and productive in a remote work environment.

### Compensation

- Competitive salary, commensurate with experience.
- Comprehensive benefits package includes:
  - Government-sponsored programs (FICA, unemployment insurance, workers' compensation, etc.)
  - Exceptional Health Benefit Plan, including dental and vision coverage
  - Generous Retirement Plan contributions
  - Long-term Disability Insurance
  - Paid time off, including all major holidays and a week at Christmas.

### How to apply

- **Cover letter:** 2-3 paragraphs in an email telling us why you're interested in this position, why you are qualified, and why you want to be a part of the Conference team.
- **Resume:** attach a resume.
- **Email:** send materials to Executive Director, Ryan Hoffmann, by email at [rhoffmann@relforcon.org](mailto:rhoffmann@relforcon.org). Please include "Communications and Membership Manager" in the subject line.
- **Timing:** Candidate screening will take place on a rolling basis so please apply promptly.

*The **Religious Formation Conference (RFC)** provides equal employment opportunity without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, personal appearance, gender identity or expression, pregnancy, familial status, family responsibilities, genetic information, matriculations, political affiliation, source of income, place of business or residence and physical or mental disability which does not, with or without reasonable accommodation, preclude the performance of essential job functions, unless doing so would result in undue hardship.*

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