

Special Event Coordinator

Archdiocese of Indianapolis

Office of Stewardship and Development

Indianapolis, IN

Position Summary

The Special Event Coordinator is responsible for planning and executing archdiocesan events that reflect the mission and values of the Archdiocese of Indianapolis. This role ensures events align with organizational goals, approved budgets, and compliance standards. Events range from pilgrimages and donor gatherings to employee functions and clergy celebrations.

Key Responsibilities

- Develop and manage event plans, timelines, and budgets.
- Coordinate logistics including venue selection, catering, permits, contracts, rentals, parking, signage, tech support, and security.
- Process payments, track sponsorships, and manage financial reporting.
- Use Blackbaud to monitor RSVPs, seating, and expenses.
- Collaborate with internal departments and external vendors.
- Support promotional efforts, volunteer coordination, and administrative tasks.
- Serve as liaison with Facilities Management and other support offices.
- Coordinate framing of archdiocesan photos, certificates, and awards.
- Manage guest lists, RSVP forms, name tags, and post-event communications.

Events Include

- International and domestic pilgrimages
- Stewardship and Development events (e.g., Legacy Gala, Major Donor events, Miter Society retreats)
- Catholic Charities donor events
- Catholic Center employee events and luncheons
- Clergy, seminarian, and board/committee gatherings
- Archbishop-hosted and chancery events
- National events hosted in Indianapolis requiring support
- SPRED events
- Additional events as assigned

Qualifications

- Bachelor's degree in event management, hospitality, or related field.
- 3–5 years of experience in event coordination preferred.
- Practicing Roman Catholic required.
- Strong organizational, communication, and interpersonal skills.
- Proficiency in Microsoft Office and Blackbaud Raiser's Edge.
- Ability to manage multiple tasks, meet deadlines, and work independently.
- Must be able to read and interpret contracts.
- Valid driver's license and ability to travel occasionally.
- Completion of Archdiocese Child Safety Training and background screening required.

Work Environment

- This is an **onsite position** at the Catholic Center in Indianapolis.
- Standard hours: **Monday–Thursday, 8:00 AM–5:30 PM.**
- Some **evenings and weekends** are required for event execution.
- Physical activity may include lifting, bending, and extended periods of standing or sitting.

Interested candidates should submit a resume and cover letter to Jolinda Moore, Executive Director of Stewardship and Development, jmoore@archindy.org, detailing their experience and alignment with the mission of the Archdiocese of Indianapolis.