

Director of Communications and Engagement

Department: Development and Communications
Reports To: Executive Director of Development and Communications

Job Status: Regular/Full-time
FLSA Status: Exempt

POSITION OVERVIEW / SUMMARY

Mount Angel Abbey seeks a mission-driven, strategic communications leader to serve as Director of Communications and Engagement, a role that offers the unique opportunity to combine executive-level communications leadership with meaningful work in a contemplative environment.

This position serves as a strategic partner to the Executive Director of Development and Communications, working collaboratively to implement the Abbey's vision while leading innovative communications strategies, major event management, and institutional process development.

The Director will work directly with the Abbot, Seminary President-Rector, and Department Directors to ensure authentic voice representation across all communications, while developing effective strategies for marketing and branding. This role requires creating and implementing consistent communication standards across the institution and apostolates, ensuring unified messaging and coordinated outreach that reflects the organization's values and mission.

This is an in-person role based at Mount Angel Abbey. The Director is expected to be a regular presence on campus, actively engaged with colleagues across the Abbey, Seminary, and Foundation. In addition to close collaboration with internal teams, the Director represents the institution publicly. Cultivating relationships with benefactors, alumni, media, and Catholic partners to advance the Abbey's mission and visibility.

This position offers exceptional professional growth opportunities within a peaceful, inspiring environment where authentic understanding of the Abbey's mission enhances communication effectiveness and credibility. The role provides access to the rich traditions and wisdom of the monastic community, creating unique advantages for storytelling and stakeholder engagement.

ESSENTIAL DUTIES and RESPONSIBILITIES

Note: While this listing is a comprehensive representation of essential duties of the position, it is not necessarily all-encompassing and additional duties may be assigned as needed to meet Department and/or Abbey needs.

Strategic Partnership and Executive Support

- **Executive Director Collaboration:** Serve as strategic partner to the Executive Director of Development and Communications, ensuring seamless execution of institutional vision and maintaining constant preparation and information flow.
- **Senior Leadership Engagement:** Work directly with the Abbot, Seminary President-Rector, and Department Directors to authentically capture and reflect their voice across all communications platforms.
- **Strategic Innovation:** Take the initiative in developing innovative communication strategies that advance both Abbey and Seminary objectives.
- **Cross-Institutional Coordination:** Lead unified messaging and strategic coordination between the Abbey, Seminary, and Abbey Foundation.

Stewardship and Development Communications

- Donor Communications Strategy: Develop and execute comprehensive donor communications programs including stewardship materials, recognition programs, cultivation messaging, and support for annual, major, and planned giving and capital campaigns.
- Stewardship Program Leadership: Create and implement donor recognition and appreciation initiatives, ensuring meaningful acknowledgment of all gift levels.
- Donor Engagement: Manage targeted donor communications, including annual appeal messaging, the Abbot's Circle, and other high-level giving societies.

Publications and Content Management

- Publication Oversight: Direct the production of all institutional publications (print and digital), including newsletters, annual reports, magazines, brochures, and donor materials.
- Editorial Leadership: Maintain superior editorial standards for all communications materials, ensuring accuracy, consistency, and compelling storytelling aligned with the Abbey's mission and Catholic values.
- Content Strategy and Integration: Develop and maintain a comprehensive editorial calendar, integrating print and digital distribution strategies for unified messaging, locally and globally.
- Vendor and Creative Coordination: Manage relationships with external writers, photographers, videographers, designers, and print/mail vendors to ensure quality and brand consistency.

Event Leadership and Management

- Major Event Direction: Oversee planning and execution of major fundraising and institutional events and other key initiatives.
- Integrated Event Execution: Oversee all event logistics, including venue coordination, guest management, sponsorship programs, cross-departmental collaboration, vendor relationships, and post-event evaluation and stewardship.

Process Development and Standardization

- Process Optimization: Develop, implement, and regularly refine standardized workflows, approval processes, and quality assurance protocols to ensure consistent, effective communications across all Abbey and Seminary operations.
- Training and Implementation: Lead training initiatives to ensure all stakeholders understand and adhere to established communication standards and best practices.

Communications Strategy and Brand Leadership

- Vision and Strategy: Develop and implement comprehensive communications strategies that advance the Abbey's mission, Seminary, and development objectives.
- Brand Stewardship: Ensure consistent, compelling, and authentic messaging that reflects the organization's Catholic identity and values.
- Crisis Communication: Lead crisis communication planning and response to protect and enhance the institution's reputation.

Media Relations and Public Affairs

- Media Strategy and Relations: Serve as the primary media contact, building relationships with Catholic and secular media outlets, coordinating media requests, and developing proactive opportunities to raise the Abbey's profile.
- Public Affairs and Partnerships: Identify and cultivate strategic partnerships with other institutions and community organizations to enhance the Abbey's visibility and influence.

Team Leadership and Development

- Staff and Community Leadership: Directly supervise communications and event staff, fostering a collaborative, mission-driven culture that supports professional growth and excellence.
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- Team and Community Integration: Guide and mentor monks and volunteers engaged in communications and events activities, ensuring alignment with institutional standards and Catholic values.

SUPERVISORY RESPONSIBILITIES

- Visual Communications Manager (Full-Time)
- Digital Content Creator (Full-Time)
- Event Coordinators (Part-Time)
- May direct the work of Monks, volunteers or work study students

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Personal Attributes and Professional Qualities

- Catholic Knowledge: Working knowledge of the Catholic Church. An understanding of a Catholic Abbey and Seminary helpful
- Cultural Competency: Ability to communicate effectively with diverse backgrounds, generations, and cultural perspectives
- Ethical Standards: Demonstrated integrity, discretion, and commitment to confidentiality in professional settings
- Adaptability: Flexibility to thrive in a unique, mission-driven environment with evolving priorities
- Mission Alignment: Appreciation for and commitment to supporting the Abbey's educational and spiritual mission
- Strategic Mindset: Oversees the Communications and Events budget and resource allocations, and manages external contractors and vendors. Ability to balance long-term institutional goals with day-to-day operations
- Collaborative Leadership: Experience as trusted strategic partner with senior leadership
- Professional Growth Orientation: Interest in the unique professional development opportunities this distinctive environment provides

EDUCATION and/or EXPERIENCE

Any combination of education, training or experience that provides the knowledge, skills and abilities required to perform the essential functions of the position.

- Bachelor's degree in Communications, Marketing, Public Relations, Journalism, or related field
- 7+ years progressive communications experience with at least 3 years in leadership roles
- 5+ years progressive event management experience with large-scale events (500+ attendees)
- Executive partnership experience serving as strategic advisor to senior leadership
- Process development expertise creating organizational standards across multiple departments
- Portfolio demonstrating excellence in communications strategy, brand management, and event execution

Core Competencies

- Strategic Leadership: Proven ability to develop long-term strategies supporting organizational goals
- Event Management Mastery: Demonstrated success planning and executing major fundraising events
- Communications Excellence: Exceptional written, verbal, and presentation skills adaptable to diverse audiences
- Digital Fluency: Advanced knowledge of digital communications, social media strategy, and emerging technologies
- Relationship Building: Strong interpersonal skills for building trust with stakeholders, donors, and community leaders
- Project Management: Superior organizational skills managing multiple complex, multi-phase projects simultaneously

Technical Proficiency



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- Advanced proficiency in Microsoft Office Suite, Google Workspace, and Adobe Creative Suite
 - Event management technology including ticketing systems, registration software, and donor databases
 - Digital marketing tools including social media platforms, email marketing systems, and analytics
 - Content management systems and website development understanding
 - Fundraising technology experience with donor management and online giving platforms
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Language Skills

Exceptional written, editorial and oral communication skills.

Mathematical Skills

Solid basic math skills.

Certificates, Licenses, Registrations

Must possess a current, valid Oregon driver's license with a clean driving record to be covered on Abbey auto insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead
 - Will frequently (several times per week) lift small boxes weighing up to 15 pounds
 - Will occasionally enlist assistance help in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds
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WORK ENVIRONMENT

Office environment with access to Abbey facilities including chapel, library, retreat spaces, and community areas. A peaceful, contemplative work environment that enhances focus and creativity. Position requires a flexible schedule to accommodate institutional events and programming, which may include evening and weekend commitments. Regional travel required (10-15%).

Application Process

Timeline:

- Application Deadline: Thursday, July 31, 2025
- Initial Interviews: August 4-8, 2025
- Final Interviews: August 11-22, 2025
- Estimated Start Date: September 1, 2025

Required Materials: Submit to hr@mtangel.edu

1. Cover letter explaining your qualifications and interest in this unique communications leadership opportunity
2. Current resume highlighting relevant experience
3. Portfolio of communications work (digital preferred)
4. Three professional references with contact information

Process:

- Initial phone screenings with selected qualified candidates
- Panel interviews with key stakeholders for finalists
- Reference and background verification for final candidate

Salary:

\$100,000 - \$125,000, DOQ



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Contact Information:

Human Resources Department

Mount Angel Abbey

1 Abbey Drive

Saint Benedict, OR 97373

Email: hr@mtangel.edu | Phone: 503-845-3909

Learn more: [Home - Mount Angel Abbey](#)

Mount Angel Abbey is an equal opportunity employer committed to creating an inclusive environment where qualified candidates contribute to our welcoming, mission-focused community.