Academic Sales and Development Specialist

Type: Full-Time Salary
Location: Downers Grove, IL (In-Office or Hybrid)
Reports to: Executive Director

About Midwest Theological Forum
Midwest Theological Forum (MTF) is a Catholic nonprofit publisher dedicated to serving the Church, especially through the formation and ministry of priests, teachers, and catechists. The mission of our books and initiatives is to help Christians know, love, and serve God with all their hearts and minds to fully participate in the work of evangelization.

Position Summary
The Academic Sales and Development Specialist advances the mission of MTF by building strong relationships with Catholic educators, schools, parishes, homeschool networks, and other catechetical initiatives. This role supports the growth of The Didache Series High School Curriculum, Core Courses, and Parish Edition through consultative academic sales, relationship-centered development, and mission-driven outreach. The Specialist collaborates closely with editorial, marketing, customer service, and development teams to align sales strategies with organizational goals.

Primary Responsibilities

Relationship Building and Sales
- Oversee and foster the ongoing relationship and communications between MTF and the
- USCCB's Committee on Catholic Education and Committee on Evangelization and Catechesis.
- Develop and manage relationships with Catholic superintendents, school leaders, teachers, clergy, catechetical leaders, homeschool groups, campus ministers, and other institutional partners.
- Identify new sales opportunities for books, curriculum, digital resources, and related publishing products across academic and catechetical markets.
- Track progress toward sales and relationship-development and provide regular reports to the Executive Director.

Educator Support and Development
- Manage customer-related communications, including curriculum and series inquiries and approval of review copy requests.
- Prepare and deliver compelling virtual and in-person presentations and book demonstrations.
- Collaborate with the editorial team to develop digital and print products and resources for engaging, supporting, and forming educators.

Market Research and Growth
- Analyze trends and sales data to inform strategic decisions and provide actionable recommendations for curriculum development and educator resources and formation.

- Gather feedback from customers, educators, clergy, and catechetical leaders to inform product development, messaging, and outreach priorities.

Communications and Outreach

- Collaborate with the marketing team to create compelling sales materials, presentations, and promotional campaigns tailored to Catholic schools, including email, social media, website, and printed materials.
- Represent MTF at conferences, school visits, parish events, diocesan gatherings, academic meetings, and other networking opportunities as needed.

Qualifications and Preferred Experience

- Practicing Catholic with a strong understanding of the Church's educational and theological tradition.
- Bachelor's degree required; degree or coursework in theology, education, communications, business, nonprofit management, or a related field preferred.
- Three or more years of experience in sales, development, publishing, Catholic education, parish ministry, or nonprofit relationship management.
- Excellent verbal and written communication skills, including the ability to present clearly and persuasively to educators, clergy, donors, and institutional leaders.
- Demonstrated ability to build trust, manage relationships, follow up consistently, and move prospects through a sales or development pipeline.
- Comfort working independently in a remote environment while collaborating closely with a small mission-driven team.
- Experience using Microsoft Office Suite, CRM systems, email marketing tools, spreadsheets, video conferencing platforms, and standard office software.
- Willingness to travel for conferences, events, school visits, and special events.

How to Apply

Please submit your résumé and a brief cover letter describing your interest in this position to:

Elia Rivera
Executive Director – Midwest Theological Forum
erivera@mwtf.org

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