

# CATHOLIC FOUNDATION OF SOUTHERN MINNESOTA

## Job Title: Executive Director

### JOB SUMMARY

Primary responsibility of the Executive Director is to be a proven leader who will guide and supervise the organization's mission. In this dynamic role, the Executive Director is responsible for all aspects of direction including creation of a strategic vision for growth that will strengthen Catholic ministry diocesan wide. The Executive Director reports to the Board of Directors and should be a motivated thinker who thrives working with the Board of Directors, talented staff and donors diocesan wide. The Executive Director applies their proven business mindset to create and meet growth and financial goals, while maintaining a strong Catholic identity for the organization.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Strong collaboration with the CFSM Board of Directors, Pastors, Parish Administrators and Diocese of Winona-Rochester staff, especially the Director of Development.
- Establish, create, review, coordinate and implement endowment opportunities throughout the diocese.
- Coordinate planning and execution of the Catholic Ministries Appeal and additional diocesan appeals and campaigns.
- Coordinate with the diocesan Director of Development in the execution of campaigns initiated by institutions within the Diocese of Winona-Rochester.
- Recruit and work closely with CFSM Board of Directors to achieve revenue and investment objectives and to review those objects on a regular basis.
- Develops and maintains a database of all donations/donors and maintain confidentiality of donor information.
- Oversees production of acknowledgment letters and year-end tax letters for donations made to CFSM.
- Oversees the management of funds and reporting of regular investment statements to stake holders.
- Ability to make oral and written presentations that communicate the goals, objectives and values of the CFSM.
- Strong knowledge of approved fundraising tactics and regulatory guidelines for non-profits management.
- Provide stewardship, investment, development, event planning and Communications services to contracted clients such as the IHM Seminary.
- Experience working in areas of finance, investments, estate planning, grant writing.
- Ability to lead, supervise and motivate internal staff.
- Identify new opportunities for partnership with Catholic entities and individuals in the diocese for investment management and legacy planning.
- Identify and cultivate major gift donors and sources of funding in the creation of endowments to benefit Catholic ministries in the diocese as well as donor advised funds.
- It will be important that the Executive Director work closely with the Diocese Development Director under the advisement of the Board of Directors to avoid confusion on roles and responsibilities in relation to major projects, major gift donors and major sources of funding.
- Serve as a Curia member of the Diocese as well as serve on committees as appropriate.

- Identify and maintain effective working relationships with the related professionals such as attorneys, accountants, estate planners, trust officers, financial advisors, bankers, etc.
- Assume other duties as directed/assigned.

Other Required Knowledge, Skills and Abilities

- Ability to articulate the theology of the Catholic Church regarding stewardship and its link to the baptismal call to discipleship.
- Excellent interpersonal and communication skills.
- Well versed in Microsoft, Foundant and Google Applications
- Ability to produce creative & compelling marketing programs.
- People oriented; is able to work collaboratively well with co-workers.
- Able to respond to and change directions rapidly.
- Believes, understands and lives the teachings of the Catholic faith.

Supervisory Requirements

The Executive Director supervises the following positions:

- Accounting/Finance Staff
- Development and Communications Associate
- Development and Database Associate

Physical Requirements

- Ability to perform high stress multi-tasking functions & meet deadlines.
- Ability to sit for prolonged periods at the computer & lift 10+ pounds.
- Work schedule in excess of 40 hrs./week is the norm. Occasional nights and weekends are required.
- Periodic travel for diocesan, regional & national presentations/meetings.

<b>OTHER REQUIREMENTS</b>
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CFSM employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Catholic Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese. It is expected that all employees respect Catholic doctrine and religious practices.

<b>QUALIFICATIONS</b>
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*Education:*

**Required:** Bachelor’s degree and at least 5+ years’ experience in Business Administration, Management, Philanthropy, Finance, or Communication, with proven expertise in areas of Communications, Finance and Development.

**Desired:** Graduate degree in same.

*Experience:*

A successful candidate will have:

- Minimum of 5 years + proven success in areas of Stewardship, Development, or Communications, including supervisory experience.