



**Foundation Executive Director
Catholic Foundation of Western Massachusetts**

- ACCOUNTABILITY:** Reports to the Bishop of Springfield and the Board of Directors of the Catholic Foundation of the Diocese of Springfield (“Foundation”); working closely the Chief Finance Officer of the Diocese of Springfield
- SUPERVISORY RESPONSIBILITY:** Development professionals, support staff, and volunteers
- HOURS:** Full-time
- GENERAL SUMMARY:** Motivated by the mission of our Bishop to make disciples, grounded in solid stewardship principals and dedicated to advancing the mission of our Church in the Diocese of Springfield, the position requires exceptional interpersonal skills and the ability to communicate well with all levels of clergy and laity. Primary responsibilities will be to serve as the Chief Development Officer of the Diocese of Springfield, to lead and manage all aspects of the Catholic Foundation of the Diocese of Springfield, set the strategic direction of all diocesan development efforts, cultivate major relationships and offer planned giving opportunities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Work with the Bishop of Springfield, the Foundation Board, and the Chief Finance Officer to set the priorities and strategic direction for the Foundation and the diocese.

- Plan, design, implement and manage a comprehensive development strategy consistent with diocesan initiatives in order to secure financial support necessary to carry out the ministry of the Church in the Diocese of Springfield.
- Oversee the organizational structure, supervise professional and support staff and service offerings of the Foundation.
- Work closely with the Bishop, the Foundation Board and the Chief Finance Officer annually to create and update a three-to-five-year business plan and an annual operating budget.
- Develop and implement a systematic process for donor engagement, recognition and stewardship cultivation. Report regularly to the Bishop and the Foundation Board on all development activities and opportunities for advancing the mission.
- Grow the planned giving program for the benefit of the diocese and its parishes.
- Coordinate the identification, cultivation, and solicitation of major gift relationships through present and deferred gifts to ensure a strong base of ongoing financial support.
- Ensure prompt and accurate gift processing and donor acknowledgment, stewardship and recognition of planned gifts.
- Oversee gift acceptance and endowment spending policies established by the Foundation.
- Consult with parishes, offering advice and counsel with respect to stewardship, training, offertory enhancement, capital campaigns and other development initiatives.
- Direct submission of proposals for grant requests from foundations and corporations.
- Keep current on trends in philanthropy and tax legislation affecting charitable giving.
- Cultivate positive relationships with diocesan department chairs and ministry personnel, Pastors, parish staff, volunteers and parishioners.
- Identify and maintain effective working relationships with related professionals such as attorneys, accountants, estate planners, trust officers, financial advisors, bankers, etc.

KNOWLEDGE, SKILLS, AND ABILITIES

Education: A Bachelor's degree is required. A Master's degree, Juris Doctorate, and/or relevant professional certification / credentials preferred.

Experience: At least five years of exceptional strategic leadership in development, with knowledge of estate planning and planned giving strategies and demonstrated success with major gift solicitation, stewardship and planned giving programs is strongly preferred. Experience with a non-profit or the Catholic Church with a background in capital campaigns and endowments is preferred. Candidate should be a fluent user of Microsoft Office, with practical familiarity of various donor database software solutions.

Require: A fully supportive and energetic attitude toward the Church, its teachings and its work. Ability to manage multiple tasks, prioritize and maintain confidentiality. A service-minded leader, diplomatic yet decisive, a good listener and results-oriented strategist, adept at planning, prioritizing, organizing, and follow-through. Must have a valid driver's license.

Physical Demands: While performing duties, employee may have to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending. Employee is expected to work onsite, Monday through Friday, with infrequent travel throughout the diocese as necessary. Employee must be able to lift or move up to 40 lbs.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

All inquiries and resumes should be submitted electronically to the contact person:

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