



Diocese of Salt Lake City Job Description

Job Title: Executive Director **Date Revised:** 01/24/2022
Department: Catholic Foundation of Utah **FLSA Status:** Exempt
Supervisor: Vicar General
Work Days: Monday through Friday **Hours/Day:** 7.5
Works evenings and weekends

Summary:

The Executive Director manages all aspects of fundraising, public promotion, operations, and strategic planning. This executive will bring transparency and collaborative leadership to the Catholic Foundation of Utah (CFU) and will actively engage internal stakeholders (Bishop, diocesan leadership, Utah priests, and board of trustees) in implementing the Bishop's vision and objectives for the future of CFU.

This individual will be proactive in externally leading and advancing the CFU's mission, nourishing and growing donor relationships within Utah's parishes/missions and across the diverse Catholic community. The Executive Director will be the organization's face and will be responsible for determining and implementing a strategic mission and ensuring achievement of the long-term endowment growth objectives.

The model Executive Director is a spiritually grounded person whose life and work demonstrate fidelity to the Judeo-Christian values at the core of the Catholic Foundation of Utah.

Primary Responsibilities:

- Expand endowments to support financial growth for the Catholic beneficiaries.
- Maintain and expand relationships with potential benefactors, parishes, and beneficiaries to identify, solicit, and acquire new sources of endowments.
- In partnership with the Bishop, board of trustees, and other stakeholders, this individual will oversee the implementation of strategic objectives and tactical plans, ensuring necessary staff, infrastructure, and resources are available to realize goals.
- Ensure effective systems to track progress, measure successes, and communicate results to internal and external stakeholders. Report regularly and transparently to the Bishop and board on all progress and challenges.

- Responsible for maintaining a database of current and future donors for cultivation, engagement, and solicitation.
- Provide quarterly reports to recipients of permanently restricted funds. Provide immediate response to requests for withdrawals to temporarily restricted funds.
- Develop and maintain a dynamic web-based marketing program to include external messaging, branding, collateral, CFU contacts, upcoming events, contact directory, and general information. This website will be the primary source of CFU program information for current and prospective benefactors.
- Operate within the board-approved budget and manage daily financial operations.
- Assume leadership for the CFU staff responsible for recruitment, employee development, and professional motivation. Manage the CFU operations according to the established HR policies and procedures of the Diocese of Salt Lake City.
- Demonstrates personal integrity and engagement with a willingness to travel to homes, offices, schools, parishes, Catholic entities, and organizations throughout Utah to accomplish the CFU needs and goals of the Bishop, board of trustees, diocese, benefactors, and beneficiaries.
- Develop, organize, staff, and plan cultivation events for current and potential benefactors.
- Provide planning and operational support for the board of trustees, including meeting planning, agendas, policy development, and reference materials for board use. Support development of board recruitment, retention, evaluation, and training.
- Advance an inclusive culture that is collaborative, transparent, and affirming of all backgrounds.
- Serves as a member of the Diocesan Pastoral Center Staff, responsive to expectations as delineated by the diocesan employment policies, the Bishop, or Vicar General.
- Must be a practicing Catholic who shows commitment to a parish and willingness to abide by the Code of Conduct (Appendix A of the Pastoral Directives)
- Ensure compliance with government laws, rules, and requirements.

Desired Qualifications:

- Bachelor's degree minimum, Master's degree preferred, and a minimum of five years development experience.
- Must be competent and experienced with the fundamentals of estate and gift planning and the charitable giving process experienced by donors and the institution.
- Ability to organize time effectively, establish priorities, and manage many tasks simultaneously in a fast-paced environment.
- Must possess the personal qualities of integrity, compassion, and empathy, which encourages the trust and confidence of others. They are skilled in listening to and considering confidential issues.
- Strong written, verbal, and public speaking skills.
- Skilled and knowledgeable with the Microsoft Teams suite of applications for use in CFU organization, administration, and communications.
- A practicing Catholic leader who shows commitment to a parish and willingness to abide by the *Code of Conduct* (Appendix A. Code of Ethical Standards *Pastoral Directives*).