



Job Description

Position Title: President/CEO

Position Category: Exempt

Position Status: 1. Full Time 2. Salary 3. Benefit Eligible

Immediate Supervisor: Chair of the Board of Directors, Catholic Community Foundation

The Catholic Community Foundation for Eastern South Dakota (CCFESD):

The CCFESD is one of the most dynamic Catholic organizations of its type in the United States. It is an independent 501(c)(3) operating out of Sioux Falls, SD with five satellite offices around the eastern part of the state. Its mission is to help people grow in their understanding of living a Christian stewardship way of life – seeing all as a gift from God and responding in gratitude by generously sharing their gifts through their current and future estate planning.

Since its founding 35 years ago, it has secured assets in excess of \$140M and has documented expectancies of an additional \$125M, making it one of the largest Catholic philanthropic organizations in South Dakota. Over the past 20 years, the CCFESD has also raised an additional \$45M in capital gifts to build an expansive retreat center, monastery, emergency homeless shelter and restored the iconic Cathedral of St Joseph.

With a talented, dedicated staff of 20, the CCFESD has helped to create a vibrant philanthropic community that is engaged in supporting the ministries of the Diocese of Sioux Falls, its 122 parishes and beyond. The CCFESD fully respects, and encourages others to respect, the Bishop of Sioux Falls as the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594).

Position Summary:

The President/CEO is responsible for advancing the mission, vision and values of the CCFESD by providing leadership, in collaboration with a dedicated Board of Directors and staff, to establish and successfully implement strategic goals, plans and policies. The successful candidate will be an accomplished leader with demonstrated success in relational fundraising, entrepreneurial thinking, planning and cultivating strategic partnerships.

Essential Duties and Responsibilities:

- Advance the mission of the CCFESD in accordance with the teachings of the Catholic Church: to raise, manage and distribute God’s gifts to donor-directed ministries.
- Establishing and fulfilling key partnerships (contracts) that the CCFESD engages in from time-to-time with organizations in the Diocese of Sioux Falls.
 - Under a current contract with the Diocese of Sioux Falls, the Catholic Community Foundation is responsible for the annual and long-term funding of the Diocese of Sioux Falls’ ministries, including the overall advancement of the work of the Church by representing the office of the Bishop and the ministries of the Diocese through public relations efforts and the development of key community relationships, both ecclesial and civic.
 - Work with pastors and the leaders of the various Catholic ministries in the Diocese of Sioux Falls.
- Help people grow in their understanding of living a Christian stewardship way of life – seeing all as a gift from God and responding in gratitude by generously sharing one’s gifts with others.

- In coordination with the CCFESD Gift Planning Officers, inform, engage and cultivate current and prospective major and planned gift prospects in a meaningful way with the ministries of the Diocese of Sioux Falls and the greater Catholic Church.
- Provide leadership to the Catholic Community Foundation team members in obtaining fundraising objectives.
- Hire and manage a senior management team that is responsible for:
 - Plan, manage and implement annual, estate, major gift and capital campaigns
 - Annual Appeal (CFSA)
 - Public Relations/Communications – including effective marketing strategies
 - Represent Diocesan Advancement in the Bishop’s Leadership Team and other strategic meetings
 - Administration of all gift processing
 - Distribution of funds/grants
 - Management of assets
 - The development and implementation of effective policies/guidelines to insure legal (civil and canonical) compliance
 - Creation and management of the annual operating budget
 - Produce effective special events, including the annual Bishop’s charity events, donor recognition and cultivation events, etc.
- Annually develop a comprehensive strategic plan
- Cultivate key relationships that will grow the mission of the Catholic Community Foundation
 - Develop and maintain an excellent working relationship and communication with the bishop of the Diocese of Sioux Falls
 - Recruit and manage an effective volunteer Board of Directors, with regular communications, individual activities and annual meetings
 - The cultivation and solicitation of single and multi-year current gifts and the development of relationships that result in future estate gifts
- Actively seek to increase the assets and strengthen the financial impact of the CCFESD in meeting donors and beneficiaries’ charitable needs
- Support the COO in managing the staff and day-to-day operations of the CCFESD and is responsible for making strategic decisions required for meeting the direction and goals set by the Board of Directors

Essential Qualifications:

1) Primary:

- Willingness and ability to effectively make known the Catholic Church’s teachings through the varied ministry activities expected of this position.
- Willingness and ability to act as an outstanding personal witness to the Catholic faith and religion by living both one’s professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church, as embodied in the various documents of the Roman Catholic Church, including, without limitation, the Catechism of the Roman Catholic Church.
- Exceptional planning and coordination skills; excellent decision-making and problem-solving skills.
- Excellent oral and written communication skills; comfortable with public speaking and delivering formal presentation.
- Ability to work extensively with individual donors in a variety of settings, specializing in telephone, face-to-face and written communication.
- Ability to exercise discretion in handling confidential information and exercise sound judgement
- Ability to analyze and determine the applicability of accounting data, to draw conclusions and make appropriate recommendations.
- Ability to lead in a diverse, collaborative team environment.

2) **Education:**

- Bachelor's Degree required in Business Administration, Nonprofit Management or Liberal Arts or similar degree.
- CFRE credential a plus.

3) **Experience:**

- Must be an accomplished leader with non-profit experience, demonstrated success in forward thinking, planning and strategy expert for non-profit organizations.
- Requires 5 or more years of successful major fundraising leadership in a complex corporate, academic and/or nonprofit setting.
- Experience in the management of a non-profit development staff and office.

4) **Other Elements:**

- A high-impact, low-ego executive who thrives in a team setting.
- A professional who is fulfilled through helping others achieve their philanthropic objectives.
- Knowledge of fundraising principles, procedures and knowledge of charitable foundations preferred.

Required Knowledge, Skills, and Abilities:

- Possess high level donor cultivation, stewardship and management skills.
- Possess a proficiency in Microsoft Office software; familiarity with Blackbaud NXT software or other constituent/donor related management systems preferred.
- Ability to effectively work independently and in a team-oriented, collaborative environment to think strategically, multitask, and conform to shifting priorities, demands, and time lines.
- Proven ability to effectively speak in public, present information, facilitate group discussion, influence and negotiate.
- Ability to remain flexible, proactive, resourceful and efficient, with a high level of professionalism and confidentiality.
- Possess excellent written and oral communication skills as well as effective personal interaction, influence and experience working with diverse groups.
- Willingness to participate in and support special projects and priorities of the Bishop as assigned.

Job Conditions/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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit for extended periods at a computer workstation.
- Must be able to stand for long periods of time.
- Must be able to push, pull, lift and carry items up to 30 pounds.
- Must be able to bend, stoop, climb stairs, talk, hear, grasp, reach and perform repetitive motions of the fingers, hands and wrists.
- Must be able to work in an office setting as well as various venues according to event or activity.
- Vision abilities required include close vision, depth perception and the ability to adjust focus.
- Must be able to travel extensively including evenings and some weekends.

Other:

The job summary described here is intended to describe the functions and nature of the work performed by the person assigned to this position. It is not intended to describe all of the responsibilities, duties and skills required.

Acknowledgement:

I understand that in accepting the terms of this job description I acknowledge that I am a person of faith, and possess the professional abilities and personal attributes necessary to carry out the Primary Essential Qualifications and perform the duties and responsibilities as listed.

Accepted by: _____ Date: _____

Employee Signature