

Catholic Foundation for Diocese of Salina
Chief Executive Officer
Job Description

Roles and Responsibilities:

- Responsible for direction of the organization's operations, operations, programs, goals and outcomes.
- Oversee the organizational structure, supervise professional and support staff.
- Represent the Foundation at Diocesan meetings, gatherings, and events and serves as a liaison to the Bishop for the Foundation, serving on his leadership team.
- Market and promote the Foundation across the Diocese including parishes, schools, and Catholic organizations and ministries.
- Provide leadership and reports for the board of directors for board and committee meetings.
- Prepares and oversees the annual budget working with foundation staff and committees.
- Work with Foundation investment committee to invest the assets of the Foundation following the guidelines of Diocese of Salina Investment Policy.
- Manage the services and funding relationships to meet and or exceed strategic goals and outcomes.
- Manage a portfolio of donors identifying, cultivating, soliciting, and stewarding and in cooperation with Foundation staff.
- Develop and implement a systematic process for donor engagement, recognition, and stewardship cultivation.
- Report regularly to the Foundation Board and the Bishop on all development activities and opportunities for advancing the mission.
- Keep current on trends in philanthropy and tax legislation affecting charitable giving.
- Consult with parishes, Catholic schools, and other ministries offering advice and counsel with respect to stewardship, training, offertory enhancement, capital campaigns, estate planning and other development initiatives.
- Cultivate positive relationships with diocesan department chairs and ministry personnel, Pastors, parish staff, volunteers, and parishioners.

Education and Experience:

- Bachelor's degree, minimum is required.
- Minimum 5 years of executive leadership experience and responsibilities.
- 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.
- A demonstrated supportive and energetic attitude toward the Church, her teachings and her work, and in good standing with the teachings of the Church.