

Archdiocese of Oklahoma City

Executive Director – Stewardship & Development and Catholic Foundation of Oklahoma

The Archdiocese of Oklahoma City and the Catholic Foundation of Oklahoma (CFO) are seeking an Executive Director to lead the overall operations and fundraising strategies that support the mission, programs and initiatives of the archdiocese and the foundation. This role requires a visionary leader with a strong background in fundraising, donor relations and strategic planning.

The primary functions of this position include:

- Manage and mentor the Secretariat for Stewardship & Development and CFO teams.
- Collaborate with the Archbishop, clergy and other key stakeholders to identify funding needs and opportunities.
- Develop, implement and manage the strategic plan for fundraising and stewardship programs of the archdiocese to assure the ministries are funded.
- Oversee the planning and execution of fundraising events and campaigns, including planned giving and endowment programs, education and awareness efforts, capital campaigns and the Annual Catholic Appeal.
- Cultivate and maintain relationships with major donors and other stakeholders, including board members, staff, volunteers, and community partners.
- Design and deliver an organizational accountability framework of key success indicators to the Archbishop and CFO Board of Directors that will provide metrics to target.
- Prepare and present timely reports on fundraising activities and the effective implementation and outcomes of goals within the strategic plan.
- Develop and oversee annual budgets for the secretariat and foundation.
- Oversee the implementation and use of the archdiocesan donor database.

Qualifications include a bachelor's degree (master's preferred) in Nonprofit Management, Business Administration or a related field, and a minimum of 5 years of experience in fundraising and team leadership, with a proven track record of success in major gift solicitation and campaign management.

Experience in church organizational and operations procedures preferred. Excellent technical computer skills in Microsoft Office, with an advanced competency in Microsoft Excel and databases such as Access and Raiser's Edge preferred. Must be an active, practicing Catholic in good standing with the Catholic Church that possesses an affinity with the overall mission of the Archdiocese of Oklahoma City.

This position comes with generous retirement and insurance benefits, with many of the plans, including health and dental, at no cost to the employee. A background check and Safe Environment training will be required. To learn more about this position or submit a resume and cover letter, please visit archokc.org/jobs-box.