

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 a visionary leader to join our team as Executive Director. This pivotal role will lead all fundraising strategies and operations that support the mission, programs and initiatives of both the Archdiocese and the Foundation. As a member of the Archbishop's Senior Staff, expertise in fundraising, donor relations and strategic planning will be essential in advancing mission endeavors.

Key Responsibilities:

- **Lead and Inspire:** Manage and mentor the Secretariat for Stewardship & Development and CFO teams.
- **Cultivate Relationships:** Build and maintain connections with major donors and other stakeholders, including board members, staff, volunteers and community partners.
- **Plan and Oversee:** Direct 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.
- **Collaborate and Innovate:** Work closely with the Archbishop, clergy and other key stakeholders to identify funding needs and opportunities.
- **Strategize and Execute:** Develop, implement and manage the strategic plan for fundraising and stewardship programs to ensure ministries are well-funded.
- **Measure Success and Report:** Design and submit an accountability framework of key success indicators to the Archbishop and CFO Board of Directors and provide updates on the implementations and outcomes of goals within the strategic plan.
- **Manage Budget:** Develop and oversee annual budgets for Stewardship & Development and the Foundation.
- **Optimize Systems:** 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 related field; minimum of 5 years of experience in fundraising and team leadership; proven success in major gift solicitation and campaign management.

Experience working for a Catholic diocese is strongly preferred. Technical computer skills in Microsoft 365, with advanced competency in 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.

Generous retirement and insurance benefits, including **health and dental at no cost**. 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.