

Catholic Community Foundation of Mid-Michigan

Position Description

EMPLOYEE'S NAME: _____
DATE OF POSITION DESCRIPTION: January 2018
JOB TITLE: Executive Director
EMPLOYING ENTITY: Catholic Community Foundation of Mid-Michigan
SUPERVISOR: Executive Committee of the Board of Directors
TYPE OF EMPLOYMENT: Full Time, Salary with Benefits, Exempt from overtime pay

I. GENERAL DESCRIPTION

The Executive Director is the key management leader of the Catholic Community Foundation of Mid-Michigan (CCFMM) and is responsible for being the face of the organization in the community, overseeing and implementing the strategic plan and fund development efforts. The Executive Director reports to the Executive Committee of the Board of Directors and is responsible for planning, organizing, and directing the CCFMM's fundraising activities which are primarily Planned Giving, Impact Gifts, and special events. The Executive Director works collaboratively with the Saginaw Diocesan Director of Development, supervises CCFMM personnel and volunteers, and engages the Board of Directors in strategic, development and fund-raising endeavors.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for leading the CCFMM in a manner that guides the organization's mission and strategy as defined by the Board of Directors; works with CCFMM personnel to communicate effectively with the Board and provides, in a timely and accurate manner, necessary information for the Board to function properly and to make informed decisions.
- Develops resources sufficient to ensure the financial health of the CCFMM; works with CCFMM personnel, diocesan offices and CCFMM committees to ensure the fiscal & professional integrity of the CCFMM, ensuring constructive resource utilization.
- Responsible for the enhancement of the CCFMM's image by being active and visible within each of the 11 counties of the Diocese of Saginaw; meets prospective donors, agents, and supporters on a consistent basis for effective communications; coordinates with Diocesan donor development efforts and donor visits; makes public appearances and parish visits to share beneficial information to promote successful, implementation of the CCFMM's mission. Develops trusting relationships with pastors, priests, and pastoral administrators of the parishes.
- Works with personnel and volunteers to effectively delegate tasks; responsible for hiring, supervision, and professional evaluation of staff; responsible for reviewing, creating and recommending key agreements, contracts and instruments for approval by the Executive Committee.

- Coordinates with Diocesan personnel to build a Planned Giving program including identification, cultivation, and solicitation of major donors; focuses on endowed and deferred gifts; develops relationships at parishes in the Diocese.
- Directs CCFMM goals and initiatives to align with Diocesan priorities as established by the Bishop.
- Oversees grant-seeking including research, proposal-writing, and reporting requirements.
- Directs Impact Gift campaign (annual operating fund program), including updates, mailings and coordinated donor development activities.
- Supervises special events and prospect research.
- Works closely with the Diocesan Director of Development.
- Works closely with those charged with overseeing marketing operations.
- Manages staff/Board committee meetings.
- Attends CCFMM committee meetings as needed.
- Oversees gift recognition operations.
- Demonstrates professional standards in accord with the CCFMM employee handbook.

III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- The Executive Director is directly accountable to and evaluated by the Executive Committee of the Board of Directors.
- The Executive Director works with the Diocesan Director of Development, coordinating and directing donor relationships.
- The Executive Director works closely with CCFMM personnel and the Board of Directors in strategic development and fund-raising endeavors.

IV. WORKING CONDITIONS

- Employee is required to perform job duties directly utilizing multiple computer software packages. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet. The employee may be required to lift up to 25 lbs.
- Frequent travel, evening and weekend work are required.

V. QUALIFICATIONS & SKILLS

- Must embrace and execute the mission, vision and values of the CCFMM and the Catholic Church.
- Must demonstrate high integrity in leadership, be straight forward and honest.
- Possesses strong interpersonal, public and writing communication skills.
- Has knowledge and experience in charitable foundations, fundraising techniques and planned giving.
- Possesses the skills to motivate and work with community and parish leaders, Board members and other volunteers.
- Has the desire to build internal and external relationships.
- Must be a “self-starter”, goal driven to initiate donor visits and fundraising calls.

- Must be organized and exhibit the ability to follow through on tasks and goals.
- Displays a positive attitude, shows concern for people and community members, demonstrates self-confidence, common sense, and good listening skills.
- Bachelor's degree or higher required.
- Preferred to have five or more years of senior nonprofit management and fundraising experience.
- Has the ability to review and recommend contracts for services.
- Valid driver's license required.

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES:

Employee: _____ **Date:** _____
 _____ [printed name]

CATHOLIC COMMUNITY FOUNDATION OF MID-MICHIGAN

Supervisor: Executive Committee of the Board of Directors **Date:** _____
By: _____
 _____ [Printed name]
 _____ [Title]