



CATHOLIC FOUNDATION
OF WEST MICHIGAN

The Catholic Foundation of West Michigan (CFWM)

Executive Director Job Description

24 January 2020

Executive Director

Scope of Role:

The executive director of The Catholic Foundation of West Michigan inspires and specifically engages donors and Catholic organizations to establish charitable funds that impact the lives of others and enriches our faith experiences. The executive director grows new generosity, stewards the foundation's financial investments and assets, and recommends grant funding of the faithful to benefit the funding priorities of The Foundation: the educational, vocational, charitable, parish and creation-care needs of the 11-county Diocese of Grand Rapids, Michigan, and beyond.

Established in 1995, The Catholic Foundation of West Michigan is one of the top 50 independent Catholic foundations in the United States. Reporting to and under the leadership of a five-member board of trustees, and a dedicated, full-time professional team, The Catholic Foundation of West Michigan manages hundreds of endowments and funds, \$66 million in assets, and distributes currently more than \$2.2M in annual grants to organizations which benefit our brothers and sisters in Christ, throughout our community.

A new strategic plan provides a focus and desired outcomes to be provided through the leadership of an executive director who serves donors, grows assets, and invests donor social capital throughout the diverse communities of West Michigan, benefitting parishes, schools, and agencies who serve the basic needs of those in need throughout the diocese.

Primary Duties & Responsibilities:

1. Provide executive-level leadership support to The Foundation chair and board of trustees, partnering to provide outstanding management, development, and annual growth and implementation of the foundation's new strategic plan, vision, and mission.

2. Serve as a liaison and key facilitator to the board of trustees and an advisory board that supports donor services, investments, community grant making, and diocesan development.
3. Serve as the primary contact for donors, and personally manage a growing portfolio of increasingly significant donor relationships and professional advisors, by inspiring the growth of new donor-advised funds from principal and major gifts, as well as inspire new and steward the legacy of existing planned gifts. Imagine, develop, and execute all current and future programming and philanthropy initiatives that advance the donor and fund development strategies. (ie. Bishop's Angels; Catholic Business Leaders Forum, #GivingTuesday, etc.)
4. Partner with the diocesan chancellor/chief financial officer on the implementation of The Foundation's investment strategy, funds, and asset performance, aligned with The Foundation's socially responsible investing strategies.
5. Partner with the diocesan director of communications to raise the visibility, marketing and communications effectiveness of the foundation brand, including its digital presence, its Catholic focus, and the stories of impact of the social capital deployed within the community and throughout the region.
6. Serve as the chief spokesperson for The Foundation in sharing stories of impact; and in collaboration with the diocesan director of communications respond to foundation media inquiries, as well as support the Bishop in his governance leadership role and engagement with donors and the community.
7. Partner with the diocesan director of technology on the development, maintenance, and functionality of website cloud-based donor-interface technology that empowers independent donor engagement and generosity to their fund(s), simply facilitate a user-experience and visibility to all gifting, investing, grant recommending, and reporting.
8. Train and form an active community of volunteer community partners, ambassadors, and advocates, including forming a professional advisors group, who together in partnership help increase Catholic generosity and successfully advance The Foundation's mission throughout the diocese. Foster collaborative relationships with pastors, parishes, and school communities to identify needs and to engage and support parishes and schools in their active and planned giving aspirations.
9. Recruit, on-board, supervise, empower, and mentor the professional development of a growing team of staff professionals, establish clear annual performance objectives, regularly share and update the strategic direction of The Foundation, and motivate the team toward the strategic goals, consistently exhibiting and stewarding accountability to the service values and servant leadership culture of The Foundation. Manage the diocesan development professional whose responsibility

for the annual Catholic Services Appeal is respectfully integrated into the foundation's annual donor engagement planning.

10. Design and host special donor and professional advisor events and experiences that help tangibly convey the stories and experiences of generosity impact, and support the needs of the community. Develop engagement, volunteer, and giving strategies for next-gen/multi-generational donors.
11. Steward all donor relationships and grant recommendations to their desired community impact; build an actively stewarded donor community of peer Catholic philanthropists; steward the donors from the Our Shepherds - Our Future Capital Campaign to ensure their understanding of Campaign results and ongoing impact of their generosity.
12. Design and deliver to the board of trustees an organizational accountability framework or "Executive Snapshot" of key success indicators that provides the leading metrics and targets to track and report upon to ensure timely and meaningful accountability for the effective implementation of goals within the strategic plan.

Qualifications:

_____ Applicants should be professed and practicing Roman Catholics with a deep appreciation for and understanding of the Catholic faith and a passion for supporting the ministry of the Church through donor-driven philanthropy. Strong knowledge of the Catholic church's structure and mission is preferred.

_____ Evidence of outstanding organizational leadership skills. At least seven to ten years of senior level/top management role professional experience in positions of increasing and significant responsibility within the Church, its ministries, or other service-oriented institutions, preferably involving fundraising.

_____ A master's degree or equivalent experience in not-for-profit management, business administration, philanthropy or related field is preferred.

_____ Excellent interpersonal and oral/written communications skills, including the ability to interact effectively with current and prospective donors and professional advisors.

_____ Demonstrated effective and capable team leadership, with organizational abilities and project management skills are essential. Evidence of self-directed success working independently, and in a team and governance collaboration manner; making independent decisions and discerning when such independence is warranted.

_____ Proven problem-solving skills, strategic thinking, and attention to details to ensure team and board implementation of the strategy. Highly organized to drive and

support a fast-paced working environment, able to set and balance the implementation of multiple priorities, meet deadlines, and fulfill strategic outcomes for desired impact.

_____ Proven philanthropy track record securing donor six- and seven-figure gifts. Experience with a campaign, or background with research and prospect identification, cultivation, and stewardship strategies. Evidence of and ability to lead others effectively and act in accordance with the code of ethics promulgated by the International Catholic Stewardship Council and the Association of Fundraising Professionals, for example.

_____ Ability to travel throughout the 11-county diocese to meet with donors, parishes, pastors, school leadership, and ministry executives to form active, trusting relationships that engender confidence and trust in the Catholic Foundation and its philanthropic independence.

Organizational Values-in-Action:

- Passion for knowing & living our Catholic Faith, “in community” - living out formation practices, building unity throughout the community; all done in Christ’s name, giving Praise to God.
- Love, Mercy, and Generosity - all central virtues for care of humankind.
- Humility, Authenticity, and Service in Stewardship - Servant leadership to donors and organizations to honor the cultivation, receipt, the sharing, and the return to the Lord all of our gifts.
- Innovation - creativity and commitment for piloting or testing new approaches to advance the mission, for example engaging multi-generations.
- Transparency & Independence - both in financial and communications approaches and reporting.
- Accountability to Results-Outcomes-Impact - show donors, organizations, and the community the consequence of their generosity.