

## **Catholic Community Foundation of Northeast Indiana Job Description**

**Job Title:** Chief Executive Officer

**Department/Location:** Catholic Community Foundation of Northeast Indiana/Fort Wayne, Indiana

**Classification:** Exempt

**Reports to:** Catholic Community Foundation of Northeast Indiana Board of Directors

**Primary Function:** Under the direction of the Catholic Community Foundation of Northeast Indiana (CCFNEI) Board of Directors, the Chief Executive Officer is responsible for providing strategic leadership and expertise to successfully manage the CCFNEI in all aspects of stewardship and charitable giving in support of the mission of the Diocese of Fort Wayne South Bend. The Chief Executive Officer works closely with lay and pastoral leaders to grow resources for its individual ministries, parishes, schools and programs. The Chief Executive Officer will work to foster a faith community that encourages its members to prayerfully consider their stewardship responsibility and decide to commit a portion of their time, talent, and treasures to serve the mission of Christ.

**Essential Duties and Responsibilities:**

- The Chief Executive Officer works in support of the mission of the Diocese and the CCFNEI's mission
- Educates the Catholic community on the importance of stewardship in our lives as disciples of Jesus Christ
- Sets an example for employees by personal adherence to and compliance with personnel policies and procedures as well as by personal adherence to Catholic Doctrine and Catholic principles of morality
- Builds and encourages legal agreements, such as endowments that recognize Diocesan priorities for education, vocations, service to the poor and facilities; encourages parishes, schools and other Catholic institutions to act similarly to ensure their financial viability and strength
- Oversees legal agreements, such as endowments and their investment policies, to enhance returns
- Enhances communication between the Diocese and parishes to educate and foster planned giving, wills, and major gifts
- Develops planned giving programs and the necessary IT support for taking donations from all sources, including but not limited to, credit cards, auto withdrawal options, life estates, securities, insurance proceeds, charitable trusts, and real property
- Cooperates, supports, and provides expertise to parishes, schools, and Catholic institutions in support of their needs and projects
- Identifies potential donors and nurtures those relationships
- Works collaboratively and cooperatively with other Catholic affiliated entities to appropriately steward donors
- Advises the Board on matters related to stewardship and development; assists in thanking donors for their assistance to the Diocesan mission
- Develops guidelines for the disbursement of funds and responsibly distributes available funds

- Produces reports on income earnings and disbursements in a transparent manner
- Develops an annual budget for the CCFNEI; maintains records of financial contributions; acknowledges and records gifts of donors; maintains the CCFNEI books and records in an audit-ready condition ensuring the integrity and security of any fund-raising efforts
- Creates an effective website for the CCFNEI
- Manages and evaluates the performance of employees, as required; implements personal development plans for supervised employees
- Maintains confidentiality on all Diocesan matters including sensitive personnel and Diocesan business information
- Perform other duties as assigned by the Board

**Physical/Mental Requirements:** Requires coordination and manual dexterity, normal mental and visual ability

**Required Activities:** The Chief Executive Officer must function in an office setting, performing general office activities, including use of computer and filing. Additionally, the Chief Executive Officer will meet in homes of prospective donors, as well as parish offices and meeting areas, must be able to navigate stairs, drive extended periods of time up to 3 hours, create and give presentations, carry and set up computer and equipment, and carry up to 20 lbs.

**Basic Qualifications:**

- A working knowledge of, and a strong commitment to the mission of fostering lay leadership in the Catholic Church
- Excellent communications skills including written, verbal, public speaking, and presentation skills
- Excellent human relations and interpersonal skills; must be a self-starter and be well-organized; must be a team player
- Be able to travel, and be available for evening and weekend work as necessary; have reliable transportation
- Capable of successfully managing multiple tasks simultaneously
- Proficient in the use of computer technology including word processing and the use of excel and related technology for database management
- A practicing Catholic in full communion with the Church
- The ability to successfully complete a criminal history and background check
- Professional bearing and clean and neat personal appearance

**Education and Experience:**

- Bachelor's degree from an accredited university
- A minimum of 2-3 years successful prior management experience
- Proven success in the cultivation and solicitation of significant gifts
- Demonstrated ability to work with pastors, board members and community leaders

**To Apply:**

Please submit an application, resume and a cover letter to:

Joseph Ryan  
 Chief Financial Officer  
 Diocese of Fort Wayne South Bend  
 915 South Clinton St.  
 P.O. Box 390  
 260 422 4611  
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