To apply, please send via email cover letter and resume to Rachel Seidl, CFSWIA Marketing and
Communications Manager, rseidl@catholicfoundationiowa.org, by July 15th, 2019 at 4:00 pm.

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**Job Title:**

**Executive Director, Exempt Full-Time**

**Supervisor:**

Board of Directors

**Job Summary:**

The Executive Director (ED) oversees and is responsible for all Catholic Foundation of Southwest Iowa (CFSWIA) activities. Specifically, the ED is responsible for CFSWIA investments, planned giving initiatives, donor advised funds and also serves as the primary liaison between the CFSWIA and all parishes, schools and organizations within the Catholic Church of Southwest Iowa.

Currently, the CFSWIA has approximately 90 agency funds and $80 million in assets under management. The ED will work to move the CFSWIA toward its goal of 100% relationships with targeted parishes, schools and organizations throughout Southwest Iowa. Additionally, the ED is responsible for executing the CFSWIA’s goal of $150 million in assets under management by the year 2027.

The CFSWIA has also recently expanded in the area of planned giving. The ED is responsible for overseeing a comprehensive planned giving program for targeted parishes, schools and organizations throughout Southwest Iowa. Currently the CFSWIA has one planned giving officer, executing a detailed plan to develop future gifts. The ED is responsible for ensuring planned giving and donor advised fund goals are achieved.

**Primary Responsibilities:**

* Execute the CFSWIA’s “Vision 2027” strategic plan. This plan includes the following measurable goals to be executed by 2027:
	+ 100 planned gifts
	+ 50 donor advised funds
	+ 100% relationship with the parishes, schools and organizations within the Catholic Church of Southwest Iowa
	+ 100 presentations within parishes, schools and organizations within the Catholic Church of Southwest Iowa
	+ $150 million in total assets under management
	+ $50 million total value of six endowments held for the Diocese of Des Moines
	+ Provide $2.25 million total in returns for six endowments held for the Diocese of Des Moines
	+ Return of the three CFSWIA investment portfolios meet or exceed benchmark returns in 8 of 10 years (2017-2027)
	+ Provide $100,000 in grants to the Catholic Church of Southwest Iowa
* Lead and manage a support staff, currently consisting of two additional team members.
* Manage the CFSWIA’s relationship with the Community Foundation of Greater Des Moines for institutional accounting and fund reporting services.
* Manage the CFSWIA’s relationship with Morgan Stanley/Graystone Consulting for investment consulting services.
* Continue to build relationships with pastors within the Catholic Church of Southwest Iowa. Additionally, continue to build relationships with principals of Catholic Schools of Southwest Iowa.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience - Bachelor's degree (B. A.) from four-year college or university; three to five years related experience and/or training in fundraising and donor relations; or an equivalent combination of education and experience.

Competencies:

Quality/Quantity - uses technology to increase productivity; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; completes work in timely manner; strives to increase productivity.

Job Knowledge - competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments and uses resources effectively; requires minimal supervision; displays understanding of how job relates to others; competent and experienced with the fundamentals of charitable and estate and gift planning.

Workplace Ethics - treats people with respect; inspires the trust of others; works ethically and with integrity; maintains confidential information; supports teachings and mission of the Catholic Church.

Communication - expresses ideas and thoughts clearly in verbal and in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods; listens and gets clarification; capable of building strong relationships with individuals and organizations to advance the interest and mission of the Church; comfortable working with various ethnic communities; ability to listen and understand the interests and needs of donors and other constituents and ability to identify ways to meet their needs AND advance the mission of the local Church; possess the personal qualities of integrity, compassion, and empathy which encourage the trust and confidence of others.

Teamwork and Cooperation - establishes and maintains effective relations; displays positive outlook and pleasant manner; offers assistance and support to co-workers; works actively to resolve conflicts and gives and welcomes feedback; contributes to building a positive team spirit.

Dependability - responds to requests for service and assistance; follows instructions, responds to management’s direction; takes responsibility for own actions; commits to doing the best job possible; keeps commitments; meets attendance and punctuality guidelines.

Planning/Organization - prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; works in an organized manner; occasionally coordinate special event planning for various occasions for the diocese, such as the Bishops Annual Appreciation Dinner, Priests Christmas Open House, as well as other departmental functions.

**Skills:**

Language Skills - ability to read, analyze, and interpret the most complex documents; ability to respond effectively to the most sensitive inquiries or complaints; ability to write speeches and articles using original or innovative techniques or style; ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills - Microsoft Word, Excel, Outlook and PowerPoint; experience with relational database applications (i.e. MS Access, Blackbaud Raiser’s Edge, etc.)

Other - Handle billing and collection issues in a tactful manner by treating caller with respect and consideration regardless of their financial status or position; provide understanding and present solutions to their specific situations and communicate their importance to our diocese.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk, sit, stoop, kneel, crouch, crawl, taste and smell. The employee is occasionally required to stand and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. This position offers a personal office. The noise level in the work area is usually quiet conditions.

**Certificates, Licenses, Registrations:**

A current driver's license and meeting company auto insurance guidelines is necessary.