



ROMAN CATHOLIC  
DIOCESE *of* PROVIDENCE



# EXECUTIVE DIRECTOR

May 3, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



# BACKGROUND

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## ABOUT THE FOUNDATION

The Catholic Foundation of Rhode Island is a nonprofit corporation established to provide a means for individuals and organizations to ensure long-term financial stability for charitable, religious and educational institutions of the Diocese of Providence.

The mission of the Catholic Foundation of Rhode Island is to procure and build endowment funds while serving as a permanent organization for the management and administration of funds given to the Diocese of Providence. The Foundation assists individuals and organizations with responsible Christian stewardship for the preservation and promotion of the Roman Catholic Church in Rhode Island.

The Catholic Foundation of Rhode Island strives to be a premier, nationally recognized steward of Catholic philanthropy.

## OUR SOCIAL RESPONSIBILITY

**Since its creation in 1983, the Catholic Foundation of Rhode Island has invested its assets in socially and morally responsible funds. Donors can rest assured that great care is taken not to invest in companies whose business activities conflict with Church teachings.**

Disbursements from our endowed funds help sustain non-profit organizations whose efforts have a lasting impact on our communities and further the corporal and spiritual work of the Catholic Church.

This strong commitment to Catholic identity has helped, and will continue to help, the Foundation grow steadily in size and scope.

Our business relationships and investment decisions are ethically grounded in the principles of our faith, and our financial statements are independently audited. Our investment strategy is designed to achieve a reasonable rate of return that complies with our morally-responsible investment criteria.

# General Description

**Overall responsibility for the administration, coordination, direction, and planning of all diocesan Catholic Foundation activities.**

## Job Responsibilities

- Plan, design, implement, coordinate and manage a comprehensive development program consistent with foundation bylaws and diocesan objectives to secure the financial support necessary to carry out the ministry of the Catholic Foundation.
- Coordinate all foundation development activities and projects with other appropriate diocesan agencies such as, but not limited to, Stewardship and Development, the Catholic Charity fund appeal, Catholic schools, and Parishes.
- Conduct research to identify the goals, net worth, charitable donation history, or other data related to potential donors, potential investors, or general donor markets.
- Develop, solicit and implement long term philanthropic opportunities, such as planned giving, endowment programs or donor advised funds for purposes that conform to the Foundation's Mission Statement.
- Identify and build relationships with potential donors.
- Direct or supervise office and/or fundraising staff, including potential volunteers.
- Solicit cash, pledges and/or in-kind donations or sponsorships from individual, business, or government donors.
- Compile or develop materials to submit to granting or other funding organizations.
- Monitor budgets, expense reports, or other financial data as it relates to the Catholic Foundation.
- The position will require the director to work closely with the Director of Stewardship and Development to organize and synchronize the development efforts of both offices within the diocese.
- Write reports or prepare presentations to communicate fundraising program data.
- Design or produce materials such as posters, web sites, or newsletters to promote, market, or advertise fundraising events.
- Write speeches, press releases, or other promotional materials to increase awareness of the causes, missions, or goals of organizations seeking funds. Work with the communications office with final products.
- Direct or coordinate Web-based Catholic Foundation of Rhode Island fundraising activities or donation Web sites.

## Knowledge, Skills, and Abilities

- High level of interpersonal and social skills
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems
- Ability in to establish business, financial and marketing plans.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform via written, oral, social, and visual media.
- Working knowledge of technology specific to the development industry
- Ability to work successfully in a church related environment.

## Education, Training and/or Experience

- 10+ years successful experience in all areas of development
- Bachelor's Degree in related field required.

## Reporting Relationships

- This position reports to:** Vicar for Planning and Financial Services and Diocesan Chief Financial Officer
- List a peer of this position:** Director Stewardship and Development 10+ years successful experience in all areas of development

# Other

<b>Salary</b>	●	Commensurate with background, education and experience.
<b>Application Deadline</b>	●	June 15, 2021 <i>(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)</i>

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

**Note:** *Only those selected for an interview with the search committee will be contacted.*

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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