



EXECUTIVE DIRECTOR OF THE CATHOLIC FOUNDATION

July 13, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The **Catholic Foundation of the Diocese of St. Augustine** was created in 1987 to provide a permanent endowment to meet the religious, charitable, and educational needs of Catholics in the 17-county area of the Diocese of St. Augustine. The foundation assists in meeting the long-term needs of the diocese, including funds for expanding existing parishes; establishing new parishes; expanding or establishing centers for religious education and social service programs; expanding or establishing schools; providing an adequate retirement for priests and women religious in the diocese; providing support for the formation of candidates for the priesthood; and programs for youth and young adult ministries. Nearly all parishes, schools, and many other ministries in the Diocese of St. Augustine have established permanent restricted funds.

The Executive Director of the Catholic Foundation works alongside the Chief Development Officer to oversee the day-to-day operations of the foundation, managing resources, administration, events, and managing the foundation team.

Essential Duties and Responsibilities:

- Works with and collaborates with the Catholic Foundation's Board of Directors, Chief Development Officer, the Chancellor for Administrative Affairs, and the Bishop to plan, design, and manage a comprehensive development strategy consistent with Foundation's bylaws and diocesan objectives to secure the financial support necessary to carry out the ministry and purpose of the Catholic Foundation within the mission of the Diocese as animated by the Bishop of St. Augustine.
- Advises the Chief Development Officer, the Board of Directors, the Chancellor for Administrative Affairs, and the Bishop on all pertinent issues related to the Foundation, while providing comprehensive, accurate, and timely status reports on performance, financial updates, goals, initiatives, and the success of the foundation efforts while building support for future strategy.
- Stays abreast of Foundation bylaws and ensures that the board adheres to the established bylaws.
- Assists with the onboarding of new Foundation board members and provides resources and ongoing support for their needs.
- Provides Catholic Foundation Board governance: Reviews/drafts agendas and minutes (Executive, Finance, Grants, and Development Committees) while coordinating with various chairs; works with the board to recruit new members, reviews/revises bylaws as needed, and works to plan and implement board development.
- Provides orientation and training to new board members; communicates expectations; develops plans to ensure retention and active involvement of board members.
- Fosters a ministry-oriented accountable work environment, providing strong leadership, management, and supervision to the following direct reports:
 - Charitable Gift Advisor
 - Administrator
 - Administrative Assistant
- Plans the Annual Report; initiates mass mailings and personalized letters to constituents; plans and implements the Annual Meeting; participates in endowment fund management, including setting up new funds and annual disbursements.
- Oversees and ensures gift acceptance and endowment spending policies established by the foundation.
- Works with the Charitable Gift Advisor in research and analysis to identify the goals, net worth, charitable donation history, or other data related to potential donors, potential investors, or general donor markets.
- Fosters a ministry-oriented, accountable work environment, providing strong leadership, management, and supervision to her/his direct reports.
- Provides performance management feedback and goal setting with her/his team. Promotes a team environment and articulates the purpose and vision with staff,

develops goals with each of them, and follows-up to ensure that the mission is accomplished.

- Identifies and builds effective relationships with potential donors and maintains effective, long-term relationships with donors.
- Works alongside the Chief Development Officer to establish, monitor, and stay within the Foundation's operating budgets, expense reports, or other financial data related to the foundation.
- Works closely with other diocesan stewardship and development colleagues to organize and synchronize development efforts.
- Writes reports and prepares presentations and promotional material to communicate fundraising program data.
- Designs or produces materials such as posters, updates websites, or letters to promote, market, or advertise events.
- Works with the communications office on promotional and awareness materials, missions, or goals of organizations seeking funds.
- Identifies and maintains effective working relationships with related professionals such as attorneys, accountants, estate planners, trust officers, financial advisors and bankers, including board members in these areas.
- Stays abreast of trends in philanthropy and tax legislation affecting charitable giving.
- Performs other duties as assigned by supervisor.

Knowledge, Skills, and Abilities

- Must be a practicing Roman Catholic in good standing with the Catholic Church and registered member of a Catholic parish faith community. Must have the ability to respect, promote, accommodate, and not be in conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- A minimum of a bachelor's degree is required; CFRE designation a plus.
- At least five years of proven performance in strategic leadership in development, with knowledge of estate planning and planned giving strategies and demonstrated success with major gift solicitations, stewardship and planned giving programs is preferred.
- Experience with a non-profit or Catholic Church with a background in capital campaigns and endowments is preferred.
- 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.
- This role requires demonstrated ability to listen, to exercise mature and independent judgment, to build consensus and to make decisions.
- Must have a high degree of interpersonal and social skills; excellent written and presentation skills, and ability to articulate vision, mission, and strategy with energy and drive.

- Ability to respect and value the cultural richness that makes up the Church and society and strives to celebrate commonalities and differences among various groups.
- Must be able to maintain confidential information, exercise good judgment and work independently, as well as in a team environment; excellent supervisory skills are required.
- Ability to pursue this mission with energy, drive and a need to produce results, especially in the face of resistance or setbacks. Must be flexible, self-confident, assertive and persuasive, exercising charismatic leadership skills.
- Ability to establish business, financial and marketing plans.
- Maintains a high degree of professionalism and credibility with the diocesan staff, department heads, clergy, the public, and all media through knowledge, forthrightness, and truthfulness, with a high focus on building effective and positive relationships.
- Familiarity and fluency with the use of technology and the ability to know how to team with others to creatively use technology in the area of operations, data, marketing and promotion, media relations, and to continually stay abreast of how other foundation organizations use technology.
- Must successfully pass the required criminal background check prior to employment and every five years.

Language Skills

Because so much of the early historical documentation of this special diocese, such as critical sacramental records, were recorded in ancient forms of the Spanish language; the ideal candidate will be bilingual in English and Spanish (i.e, speak, read, write). Some understanding of Latin is useful.

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, vendors, employees, and the public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.
- The employee must regularly lift and/or move up to 20 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Working Conditions

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Flexibility to work evenings and weekends, when necessary, and ability to travel and drive one's own vehicle to various diocesan locations.

Travel: Some travel required to various diocesan locations.

Salary: Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

Application Deadline: August 31, 2026

(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.)

For consideration, please email resume to:

Brent Morton
Senior Vice President of Recruiting
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

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

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

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