



# EXECUTIVE DIRECTOR

May 30, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Executive Director of [The Orange County Catholic Foundation](#) is responsible for overseeing the growth, stability and fiduciary management of this \$100 million Catholic philanthropic organization. The Foundation's primary function is to raise funds to support Catholic parishes, schools and ministries served by the Diocese of Orange, the twelfth largest Catholic diocese in the United States. The Foundation raises funds for specific needs such as priests' retirement and special projects such as those on the Christ Cathedral campus. The Foundation holds large fund-raising events, such as the Conference on Business and Ethics, develops major gifts, promotes planned giving, manages endowments and administers a variety of funds including Scholarship Funds and Donor Advised Funds.

**Position:** Executive Director of the Orange County Catholic Foundation

## Duties and Responsibilities

### Executive Leadership

- Implements strategic direction as provided by the board of directors of the Foundation. Demonstrates visionary and inspiring leadership that is transparent and empowering.
- Oversees the implementation and achievement of the Foundation's strategic plan. Reports on plan results and recommends tactical action steps to achieve the plan.
- Manages and motivates the Foundation's professional staff to meet clear goals and objectives and excel at their responsibilities and performance. Achieves a high level of staff morale.

### Management and Administration

- Oversees the daily operations of the Foundation. Builds and manages a strong team of employees.
- Develops, for board approval, the annual budget with specific goals, objectives and action plans.
- Working with the Chief Financial Officer, ensures:
  - Finances are managed within budget
  - The annual audit is performed on schedule and any recommendations from the auditors are implemented promptly.
  - All reporting is accurate, timely and intelligible.
  - All books and records of the organization are maintained current, with transparency and accuracy.
  - Any potential risks are identified and communicated promptly to the board.

### Development and Fundraising

- In conjunction with the Director of Development acts as a resource to guide donors to opportunities which reflect their personal goals for philanthropy.
- Ensures planned giving, capital campaigns, donor relations, grant solicitation and all other aspects of fundraising are managed effectively. Sets specific goals and objectives for each activity.
- Oversees events such as the Conference on Business and Ethics and the Annual Gala. Acts to ensure they are planned and executed according to sound business principles and approved budgets.

### Communications and External Relations

- Serves as the chief spokesperson of the organization.
- Manages all aspects of the Foundation's marketing and public relations, both internally and externally. Implements digital marketing initiatives.
- Cultivates, develops and maintains excellent relationships with the leadership of the Diocese of Orange including all of its parishes, centers, schools and ministries.
- Assists pastors and builds relationships with them to enhance fundraising and development efforts.

- Ensures high visibility to prospects and the public to build interest in philanthropy.
- Works closely with the diocesan communication office to help ensure strong visibility for the foundation and communication of its message.
- Presents and promotes the organization in a consistently positive, professional manner.

## Board Governance

- Works closely and openly with the board and its committees, ensuring ongoing communication of risks, issues and successes. Provides timely reports and updates on current work, project timelines and project and organizational progress.
- Acts to enhance and strengthen board relationships.
- Implements all board approved policies and procedures. Builds support for the team concerning board decisions.
- Ensures that the organization's bylaws, policies and procedures are consistently adhered to.

## Personal Characteristics

- An active, practicing Catholic who has a real calling to promote the:
  - Mission of the Foundation: *"The Orange Catholic Foundation serves the Roman Catholic community of Orange County through philanthropy and stewarding funds to protect and support ministries which further our beliefs and values in loving service to God"*
  - Mission of the Diocese of Orange *"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit and teaching them to obey everything that I have commanded you."*
- Is a skilled manager who leads by example, delegates effectively and has a demonstrated record of success in achieving results.
- Can become the face of the Foundation in the Orange County community
- Previous C suite responsibility for a not for profit or related self-funding organization
- Advanced degree in Marketing, Communications and/or Finance preferred
- Is skilled at maintaining strong relationships with:
  - Foundation board members,
  - Diocesan clergy (including the bishops) employees and lay leaders
  - Existing and potential donors.
- Excels at clear and effective communication, both verbally and written.
- Is a proven manager and leader with a high level of motivation, energy and enthusiasm.

**Benefits:** This position offers comprehensive benefits and a retirement plan. Details available from Human Resources.

**Compensation:** \$215-225K (Depending on qualifications and experience)

**Expected Travel:** 20-30%; minimal overnight travel

**Application Deadline:** August 30, 2022

*(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.)*

**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:

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