



Roman Catholic Foundation

of

EASTERN MISSOURI

*Plan with heart. Invest for good.*



# PRESIDENT & CEO

March 17, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## ABOUT

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The Roman Catholic Foundation (<https://rcfstl.org>) is a 501(c)3 public charity, independent from the Archdiocese of St. Louis. The Foundation was established in 2013 with the goal of building endowed funds that will support Catholic parishes, schools and ministries throughout the Archdiocese of St. Louis for generations to come.

**Job Title:** President & CEO

**Reports to:** Board of Trustees

## POSITION SUMMARY

**The President & CEO is responsible for the overall management and growth of the Roman Catholic Foundation in fulfilling its critical mission of sustaining the local church for future generations through a planned giving marketing and development effort.**

The Roman Catholic Foundation seeks a highly motivated, dynamic leader skilled in driving organizational success, growth and leading a high performing team. Reporting to the Board of Trustees, the President & CEO will set and execute the organization's strategy to rapidly grow assets under management to allow for expanded grants to the parishes, schools, and ministries of the Archdiocese of St. Louis.

This full-time permanent position is for immediate hire in St. Louis, Missouri.

# Position Responsibilities

## Development and Fundraising

- Lead revenue growth through personal development efforts with major donors.
- Drive development and fundraising in collaboration with the Gift Planning Officer

## External Relations and Communications

- Represent the organization and serve as chief spokesperson publicly at events, conferences, and partnership meetings
- Present and promote the organization and its mission in a consistently positive, professional manner
- Cultivate, develop, and maintain excellent relationships with Archdiocesan leaders and the leaders of the parishes, schools, and ministries of the Archdiocese of St. Louis
- Ensure high visibility to prospects and the public, and build interest in engaged philanthropy
- Manage all aspects of the organization's marketing and public relations

## Executive Leadership and Organizational Management

- Provide visionary executive leadership that is transparent and empowering in a manner that supports and guides the organization's mission as defined by the Board of Trustees
- Present strategic options and plans for organization impact and gain Board approval as needed to carry out the work of the mission of the organization
- Perform general management duties overseeing the day-to-day operations of the organization to ensure its overall successful long-term operations
- Organize, motivate, and mentor team members to strategically grow the organization's impact, programs, fundraising, and to effectively fulfill its mission
- Apply innovative thinking and performance measurements to analyze and support strategic decision-making
- Manage and motivate the Foundation team, overseeing processes such as hiring, separation, ongoing staff development, performance management, and compensation and benefits
- Inspire a business-oriented, professional, positive, results-driven environment across the organization that encourages team collaboration
- Establish goals, objectives, and operational plans in collaboration with the Board of Trustees and the Foundation team.

## Board Governance\*

Maintain regular and ongoing communication to build strong relationships with the entire Board, providing leadership and support to members at all times

Communicate effectively with the Board by providing members with all information necessary to continually function properly and make informed decisions in a timely and accurate manner

- Work closely and openly with the Board and its committees, ensuring ongoing communication of risks, issues, successes as well as providing reports and updates on current work, project timelines, and project and organizational progress
- Implement all Board approved policies and procedures and build support for Board decisions amongst the team

## Financial Management and Administration\*

- Provide strategic leadership and oversight of all administrative and operational functions of the organization in accordance with the mission, objectives, and policies
- Prudently direct resources and manage all financials within budget
- Assume responsibility for the fiscal integrity of the organization
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserve

*\*Highly professional and supporting staff assists with these duties*

# Qualifications

Candidates may emerge from nonprofit, foundation, government, or industry backgrounds and should possess the following:

- Proven experience executing organization growth including strong personal sales or development results, and leading a similar or larger size successful organization
- A rain maker whose charisma and passion for the missions of the Foundation provides a compelling case for support
- Three years of prior experience as a CEO, Executive Director, or other C-suite position at a nonprofit, foundation, government, or industry
- Character of the highest level consistent with the values of the Catholic faith
- Capable of working with a complex and diverse Catholic community and the extensive charitable network associated with the St. Louis Archdiocese and region
- Strong business acumen and a history of providing visionary leadership at the executive level
- Knowledge of and commitment to the Catholic Church. Ideally view this work as “mission”. Practicing member of a Catholic parish.
- Familiarity with Accounting, Marketing, Public Relations, Human Resources, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring a high performing, mission-driven, and results-oriented teams
- Excellent written, oral, and public speaking skills; a persuasive and passionate communicator with strong interpersonal and multidisciplinary project skills
- Excellent organizational and time management skills
- Background includes charity as a personal priority in life
- Impeccable integrity and a positive, “can do” attitude
- Bachelor’s degree required, Master’s degree or Law degree a plus

# Qualifications

**Application Deadline**

April 30, 2021

*(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:

**CATHOLIC RECRUITER ASSOCIATES**

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