



# EXECUTIVE DIRECTOR

November 6, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**The Koch Foundation** is based in Gainesville, Florida, and in addition to the Board of Directors, the Executive Director and a small staff oversees the grant process and distribution of funds. Our current Executive Director is transitioning to retirement and is held in high regard. We need a leader who can continue the work of the Foundation and bring inspired servant leadership to this pivotal role.

### Job Summary/Description:

The Executive Director is responsible for overseeing the grant making process of a Catholic philanthropic foundation which dispenses a sizeable amount each year to Catholic Organizations in the U.S. and internationally.

The Foundation does not raise funds but rather distributes revenue generated by roughly \$100 million endowment. The mission given to the Foundation by its founders is to fund projects which promote evangelization of the Roman Catholic religion. Grants are made to diocese, local parishes, religious orders, and large Catholic institutions which, themselves, distribute funds internationally. In Fiscal 2023, the Foundation Board of directors approved 366 grants totaling \$6.34 million.

## Duties & Responsibilities:

### **Communication**

#### **The Board of Directors**

- Inform the Board of new initiatives or current issues in evangelization and suggest appropriate responses.
- Coordinate Board meetings by scheduling meetings, preparing materials, facilitating the meeting, and providing minutes and necessary follow-up.
- Work with various Board committees in processing grant applications, providing reports, and information related to applicants.
- Work with staff to review monetary reports, topics, and discussions with Board committee members.

#### **Catholic Church Personnel**

- Consult widely on topics and new initiatives in evangelization with clergy, religious, and lay leaders.
- Seek advice on specific grants and grantees as concerns arise in the grant review process.
- Provide technical assistance to church personnel as requested.

#### **Grantees**

- Ensure that correspondence is answered in a timely and comprehensive manner.
- Provide technical assistance through telephone interviews and via email communications to grantseekers and grantees.
- Provide an opportunity to meet grantees, traveling to the area to learn, first hand, the impacts of projects funded; arrange for Board Members to make site visits as well.

#### **The Public**

- Ensure the Koch Foundation website is updated regularly.
- Communicate the mission and published policies and procedures of the Foundation to the Center for Foundations and other agencies that provide information to the public.
- Maintain communication with other Catholic Foundations and major Catholic organizations.

### **Direction of the Grant Program**

- Review, analyze, and recommend for funding all submitted inquiries and applications for funding.
- Establish a calendar of meetings, organizing the materials in a manner that facilitates the review process.



- Assure that modifications in guidelines, applications, and procedures are discussed and recommended for approval by the Grants Committee for presentation to the full Board.
- Provide a succinct recommendation for each application, including strengths and weaknesses and suggested funding level.
- Provide minutes and a summary report after each review session.
- Make arrangements for site visits to selected projects.
- Maintaining a cooperative working relationship with major fiscal sponsors for the distribution of funds and visitation of international programs.
- Constructing studies of long-term funding, identifying trends, and presenting alternatives for program improvement.

### **Administration of the Foundation Office**

#### **Supervision and support of staff**

- Lead team of four, fostering cooperation and productivity using a collaborative approach to problem solving.
- Work with the staff to define individual roles and responsibilities and annual work performance goals.
- Regularly review employee performance, providing constructive feedback and reward staff successes.

#### **Oversight of Annual Operational Budget**

- Prepare and monitor the Foundation's operational budget (including taxes, expenses, publications, etc.).
- Support the work of the finance committee of the Board.
- Provide for maintenance of Foundation properties and ensure adequate record keeping to document Foundation activities.

#### **Maintain/Upgrade Information Technology**

- Appropriately use information technology to benefit the smooth running of the Foundation's operations, both internal and external in terms of communication with grantseekers, the public, and the Foundation's directors.
- Update software and hardware as necessary.

#### **Ongoing assessment of the operation of the Foundation in planning for the future**

- Meet regularly with the Board President to assess the administration of the Foundation and to propose or accept modifications as necessary.
- Assist the President in planning Board meetings and suggest guest speakers who will inform the Directors on current evangelization topics.

- Consult other Catholic Foundations on initiatives that impact the entire Church.
- Ongoing study of the Church's teaching on its evangelization mission.

## Qualifications:

- Strong management track record in achieving results preferably in a not-for-profit environment.
- Deep understanding of the Catholic faith, organization, and traditions. Knowledge of the power and potential.
- Has experience and can oversee the creation of a strategic plan.
- Completely trustworthy and unquestioned ethics.
- Advanced degree in business/theology/nonprofit management.
- Can oversee and improve the information infrastructure of the operations of the Foundation.

## Personal Characteristics:

- A skilled manager who leads by example, delegates effectively, and has a demonstrated record of success in achieving results.
- Is skilled at maintaining strong relationships with Board Members, Religious and Lay leaders.
- 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.

Compensation: \$160,000 (Depending on qualifications and experience)

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

Application Deadline: January 31, 2024

*(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  
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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