

The Catholic Community Foundation of West Central and Southwest Ohio (the “Foundation”) is a public charity under Section 501(c)(3) of the Internal Revenue Code and is independent from the Archdiocese of Cincinnati (the “Archdiocese”).

Mission Statement

To inspire faith-filled generosity for the long-term financial support of Catholic parishes, schools, ministries, and nonprofit organizations in West Central and Southwest Ohio

Job Title: President & CEO

Reports to: Board of Directors

POSITION SUMMARY

The President & CEO is responsible for the management of daily operations and for ensuring the Foundation fulfills its critical mission of supporting our Catholic heritage and sustaining our local Church for future generations. The President & CEO will connect donors with the Catholic organizations they love, and provide a Catholic ministry that transforms our local communities through the work of parishes, schools, and ministries.

The Foundation seeks a highly motivated, dynamic leader skilled in driving organizational success and growth, and leading a high performing team. Reporting to the Board of Directors, the President & CEO will set and execute the Foundation’s strategy to rapidly grow assets under management to allow for expanded support to the parishes, schools, ministries, and nonprofit organizations of the Archdiocese.

This position is for immediate hire.

POSITION RESPONSIBILITIES

Development and Fundraising

- Lead revenue growth through personal development efforts with major donors, parishes, priests, and religious organizations
- Drive development and fundraising in collaboration with the Board and other employees

External Relations and Communications

- Represent the Foundation and serve as chief spokesperson publicly at events, conferences, and partnership meetings
- Present and promote the Foundation 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
- Ensure high visibility to prospective donors, parishes and the public, and build interest in engaged philanthropy
- Manage all aspects of the Foundation’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 Foundation's mission as defined by the Board of Directors
- Present strategic options and plans for the Foundation's impact and gain Board approval as needed to carry out the mission of the Foundation
- Perform general management duties overseeing the day-to-day operations of the Foundation to ensure successful long-term operations and mission fulfillment
- Hire, motivate, and mentor team members to strategically grow the Foundation's impact, programs, and fundraising
- Apply innovative thinking and performance metrics 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 throughout the Foundation that encourages team collaboration
- Establish goals, objectives, and operational plans in collaboration with the Board of Directors and the Foundation team

Financial Management and Administration

- Provide strategic leadership and oversight of all administrative and operational functions of the Foundation in accordance with the mission, objectives, and policies
- Produce an Annual Budget Plan and an Annual Report, which includes quantitative objectives, specific strategies, financial plans, and key performance indicators
- Prudently direct resources and manage all financials within budget
- Assume responsibility for the fiscal integrity of the Foundation
- Work with the Board and its committees to ensure the Foundation's financial stability and sustainability by maintaining healthy cash flow and adequate reserves

Board Governance

- Prepare timely reports to the Board and its committees on progress related to the Annual Budget and Business Plan and the Annual Report
- Maintain regular and ongoing communication to build strong relationships with the entire Board, always providing leadership and support to members
- 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 among the team

QUALIFICATIONS

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

- Impeccable integrity and character of the highest level consistent with the values of the Catholic faith
- A practicing Catholic who supports, lives and communicates the teachings of the Church and who views this work as “mission”
- 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 mission 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
- Capable of working with a complex and diverse Catholic community and the extensive charitable network associated with the Archdiocese and region
- Strong business acumen and a history of providing visionary leadership at the executive level
- Familiarity with Accounting, Marketing, Public Relations, Human Resources, etc.
- Experience and success in motivating, recruiting, developing, retaining, and mentoring 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
- Bachelor's degree required, Master's degree or Law degree a plus