

Catholic Foundation of South Louisiana  
Position Description

**POSITION TITLE:** Executive Director

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**LOCATION:** Pastoral Center  
**DEPARTMENT:** Foundation  
**REPORTS TO:** Board of Directors

**FLSA STATUS:** Exempt  
**SALARY GRADE:**  
**EMPLOYEE:**

**DATE UPDATED:** January 2017

**FULL-TIME :** X **PART-TIME:** **BENEFIT ELIGIBLE:** X

**# HOURS PER WEEK:** 35+ **WEEKLY SCHEDULE:** Monday-Friday; 8:30 am -4:30 pm  
**WEEKEND/NIGHT WORK:** As required by Board of Directors

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**POSITION SUMMARY:**

The Catholic Foundation of South Louisiana has reinvented itself, and it needs an entrepreneurial and strategic fundraising leader with the passion and talent to help lead a transformed Foundation into the future.

The Diocese of Houma Thibodaux is standing on the threshold of celebrating its 40th Anniversary. To mark this moment, Bishop Shelton Fabre has engaged more than 800 of Christ's faithful in a year-long strategic planning process that has resulted in a bold vision for the future of the Catholic Church in South Louisiana.

In addition to having a forward-thinking Bishop, the Board of Directors is dynamic, growing and attracting community leaders and Catholic philanthropists who are ready to stand shoulder to shoulder with the Bishop to help advance the mission of our Church.

To succeed, The Catholic Foundation of South Louisiana seeks a fundraising leader who believes in the power of Catholic philanthropy; who can thoughtfully create new strategies to raise the bar on our fundraising. Our next fundraiser-in-chief must be a leader who appreciates our past and will drive us into a new and sustainable future with more diversified services and programs to assist our parishes, schools, Catholic Charities and other vital ministries of The Church.

The Bishop and the Board are more committed and optimistic about our future, than ever. We now need a dynamic fundraising leader to join our team and work with our Pastoral Center staff and volunteers in building a new foundation for inspiring great generosity and will advance the mission of our Church in extraordinary ways.

The Foundation is incorporated as a separate 501(c)(3) not-for-profit organization, fully endorsed by the Diocese and its Bishop, Most Reverend Shelton J. Fabre. This legal structure ensures that all gifts will be used for their intended purposes and provides a level of efficiency, accountability and transparency that will earn the respect and confidence of donors and establish the Foundation as a national model for Catholic philanthropy and stewardship.

**Candidate Description**

The Catholic Foundation of South Louisiana's next **Executive Director** must be a proven and successful fundraiser or business development professional with the presence and confidence to close six and seven-figure asks. It will require that unique person whose passion and understanding of the mission of the Catholic Church will inspire, engage and educate individuals from all walks of life to make significant and meaningful financial contributions. It will require a leader with a head for strategy and a heart for the Lord, who will look closely at the current fundraising model and, working with key staff and stakeholders, to create and implement a new engagement and fundraising model to fuel our diocese's future success.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:**

(other duties may be assigned)

- Lead the creation of a new strategy and create the plans that will ensure successful fundraising with a greater emphasis on major gifts (\$10,000+) and leadership gifts (\$100,000+).
- Create an annual written fundraising plan that is clear in its goals, target audiences and timelines
- Work with the Foundation Board and the Bishop to set the priorities and strategic direction for the Catholic Foundation to serve the diocese.
- Interact with pastors, parish staffs, volunteers as well as sophisticated philanthropists
- Hire, motivate, supervise, evaluate and mentor a development team and create a supportive, goal oriented and productive work environment based on respect, meaningful communication and team work.
- Implement and monitor ongoing fundraising efforts to ensure goals are met on a quarterly and annual basis
- Plan, coordinate and implement meaningful Board Meetings
- Work closely with the Foundation Board annually and collaborate with the diocesan CFO to create and update a three-to-five year business plan and an annual operating budget
- Create and grow a planned giving program for the benefit of parishes, schools, Catholic Charities and other ministries of the Diocese of Houma-Thibodaux
- Serve as a passionate and informed advocate for The Catholic Church, able to communicate its message clearly one-on one and to large groups, in the spoken and written form; to ensure that the work and impact of our parishes, schools, Catholic Charities and our other vital ministries is known by those who will help fund the mission.

**THIS POSITION SUPERVISES:** All professional and support staff

## **QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:**

- Bachelor's degree required (graduate degree preferred) with five or more years leadership experience.
- Proven history in building strong, lasting relationships with donors/customers.
- Experience with a non-profit or Catholic Church with a background in capital campaigns and endowments is preferred.
- Experience with securing foundation and/or government grants, a plus.
- Comfortable with corporate and community leaders and high net-worth individuals
- Experience leading organizational and operational change.
- Seasoned, team- and goal-oriented leader experienced in creating and supervising effective teams where staff enjoy working, contributing and reaching organizational goals
- Strong collaborator within and outside of an organization.
- Excellent written and oral communication and networking skills with the ability to engage, inspire and educate in personal meetings, group settings and in the written form.
- Exceptional planning and execution skills with a results-oriented record of achievement; the ability to set goals, meet deadlines and evaluate results.
- Open mind, entrepreneurial and willing to learn from others.
- Brings humility and a deep commitment to advancing philanthropy at all levels throughout the Diocese
- Energetic, diplomatic, adaptable and with a good sense of humor.
- Fluency in Microsoft Office with practical familiarity of various donor database software solutions
- A fully supportive and energetic attitude toward the Church, her teachings and her work
- Ability to manage multiple tasks, prioritize and maintain confidentiality
- Must have a valid driver's license

- **Must be able to complete Diocesan Safe Environment Training, including a criminal background check**

**Physical Demands:**

- **Employee may have to sit for long periods of time, use of hands in repetitive motion tasks, and answer telephone calls.**
- **Requires some standing, stooping and bending**
- **Expected to work onsite with travel throughout the diocese**
- **Must be able to lift or move up to 40 lbs.**

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties and skills.

**Supervisors and employees should review this position description at the time of hire and at each evaluation conference**