



**Managing Director
of
The Catholic Foundation for the Diocese of Greensburg**



About the Diocese of Greensburg

Although the Diocese of Greensburg is relatively young, having been canonically erected by Pope Pius XII on March 10, 1951, its four counties in southwestern Pennsylvania are rich in Catholic history and in the early colonial and industrial history of the United States. The Roman Catholic Diocese of Greensburg calls together the faithful in the four southwestern Pennsylvania counties of Armstrong, Fayette, Indiana and Westmoreland under the leadership of the diocesan Bishop as a successor of the Apostles and in communion with the Holy Father, the Bishop of Rome. The Catholics of this diocese - priests, deacons, religious and laity - work together to live out their baptismal call to proclaim in word and action the Gospel of Jesus Christ, handed down to us through Scripture, tradition, and the magisterium of the Church. The diocesan mission is continually realized by proclaiming God's word; celebrating the sacraments, especially the Eucharist; forming communities of faith; and building a just and compassionate society in this world so that we may be fulfilled human beings on this earth and so that we may all share God's salvation in His Kingdom.

Bishop Brandt, ordained to the priesthood Dec. 19, 1969, at St. Peter's Basilica in Rome, was ordained and installed as the fourth bishop of the diocese March 4, 2004 at Blessed Sacrament Cathedral. The Diocese of Greensburg brings together in unity the parishes, the schools, ministries and Catholic Charities. Please see www.dioceseofgreensburg.org for additional information.

About the Catholic Foundation for the Diocese of Greensburg

The Catholic Foundation, the philanthropic arm of the Diocese of Greensburg, manages fundraising initiatives, including but not limited to, the Diocesan Lenten Appeal, endowments, planned giving efforts and stewardship education.

The Foundation has grown from \$4.7 million in assets in 1987 to its value of \$35.2 million as of June 30, 2010. These assets provide a permanent source of supplemental funding for myriad needs within the diocese. Endowment funds are essential to the financial stability of the diocese and parishes. The Catholic Foundation Board of Trustees, which is comprised of laity and clergy from the diocese, carefully oversees the management of all investments.

Position Overview

A critical part of the management and sustainability of the Diocese, the Managing Director reports to the diocesan Bishop and consults with the Vicar General. The Managing Director works in collaboration with the Senior Administrators of the Diocese and the Board of Directors to lead the fundraising programs. The Managing Director manages a staff of four professionals and is responsible for raising approximately \$4 million annually through a comprehensive fundraising program.

The Managing Director of The Catholic Foundation for the Diocese of Greensburg is responsible to direct, manage, and oversee major gifts, planned giving, capital campaigns, endowment development programs, and supervise the areas of the Diocesan Lenten Appeal and stewardship education. The Managing Director is a member of the Bishop's Cabinet, and supervises the staff of The Catholic Foundation.

Key Responsibilities

Fundraising

- Identify, cultivate and solicit major gifts.
- Sustain the diocesan-wide planned giving initiative.
- Oversee several other development initiatives including the annual appeal(s), planned giving, and stewardship education.
- Advise parishes/schools on capital campaigns as appropriate.
- Obtain corporate, institutional, and foundation support for the Diocese of Greensburg.
- Encourage active support of the Diocese from the community and public-at-large of the Diocese's activities.
- Accept other assignments from the Bishop and Vicar General to promote the development programs of the Diocese.

Management

- Manage and inspire a staff of four professionals.
- Manage office systems to support development and maintain confidential donor records.
- Assist in enhancing the image of the Diocese in collaboration with the communications office.
- Administer Policies and Procedures. Review and create departmental guidelines as needed.
- Plan the budget for The Catholic Foundation.
- Collaborate with Finance Team to maintain accurate and timely reporting of development results/efforts.
- Participate as a member of the Bishop's Cabinet in order to meet designated goals and objectives of the Diocese.

Reporting

- Prepare reports for the Bishop, Vicar and Board of Trustees.
- Attend The Catholic Foundation Board of Trustees meetings.

This search is managed by Dewey & Kaye. Questions should be directed to Michelle Heck, michelle.heck@deweykaye.com.

Application material (Cover Letter, Resume and Salary requirements) should be directed to resumes@deweykaye.com.

PLEASE REFERENCE #213-MH687 IN THE SUBJECT LINE.

Expected Outcomes

- **Create a Comprehensive Fundraising Plan.** During the first 90 days, prepare an analysis of the development functions of the organization that includes the status of current development efforts and major challenges and opportunities. Particular attention paid to the balance of event generated income.
- **Identify, Cultivate, Solicit and Acknowledge Participation in the Mission.** Follow up with all donors and gifts committed to The Catholic Foundation.
- **Oversee and Coordinate Foundation Grant Activity.** With the assistance of staff, craft and submit grant proposals to private funding sources. Establish relationships with foundation funders, maintain a calendar of due dates and deliverables to ensure prompt submission and follow-up reporting.
- **Establish and Sustain Internal and External Relationships.** Manage relationships professionally. Seek out opportunities to share and disseminate information internally and externally as appropriate. The Managing Director must have excellent verbal and electronic communication ability.
- **Administer Policies and Procedures.** Manage the budget. Review and create departmental guidelines as needed. Perform organizational functions as required.

Ideal Experience

The Managing Director should be exceptionally professional and have a track record in building strong relationships with supporters and meeting fundraising goals. She/he will possess strong leadership skills that inspire trust, high performance and collaboration across the organization. Strong writing, analytical and quantitative skills are required. This leader will be a visionary with a strong general management mindset.

- A practicing Catholic with a Bachelor's degree in communications, marketing, or related field from an accredited college or university. A graduate degree is preferred.
- A record of progressive professional development experience.
- Proven leader whose development track record of at least ten years demonstrates an ability to organize, direct, and build a substantial program of gift cultivation.
- Excellent interpersonal and organizational skills and a demonstrated ability to work collaboratively with staff, volunteers, and boards.
- Strong human-relations skills that encompass the ability to interact with Diocesan officials, parish priests, volunteer leaders, business and corporate representatives, and various publics to secure their support to advance the mission of the Diocese of Greensburg.
- Strong writing, speaking, and communication skills.

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Compensation

The position is highly compensated with a very attractive benefits package. This reflects the priority of the position within the Diocese and the expectation that candidates be highly qualified.

To Apply

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All first round interviews will take place with Dewey & Kaye.

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