



The Catholic Community Foundation of San Diego seeks a Chief Executive Officer (CEO) to lead the organization into the future.

WHO WE ARE:

The Catholic Community Foundation San Diego exists to encourage and grow Catholic philanthropy and to provide opportunities for families, individuals and institutions to respond to the needs of the world. Rooted in Christian stewardship, CCFSD provides the structure to allow donors to maximize their philanthropic dollars through investment vehicles that reflect our values while providing positive returns. All the funds entrusted to the CCFSD are invested in a manner consistent with the Catholic Values Investing (CVI) standards set by the United States Conference of Catholic Bishops.

The Catholic Community Foundation of San Diego is an autonomous pious foundation formed under canon law and is tax-exempt nonprofit under civil law. The Foundation is independent from the Diocese of San Diego and has its own board of trustees. Currently, the Foundation's primary areas of support are parishes, vocations, Catholic education and social services. The Foundation provides support through both endowed and non-endowed funds, including the specific categories of unrestricted funds, endowed funds, donor-advised funds, designated beneficiary funds and field of interest funds.

With a mission to receive, manage, safeguard and grow investments that support organizations and donors carrying out the mission of our Catholic faith, we are guided by the following values:

- Abide by Catholic principles
- Uphold the highest ethical standards
- Lead responsibly
- Manage resources efficiently and effectively
- Provide transparency and accountability
- Serve faithfully and professionally

Position Profile

Working with the leadership of the Board of Trustees, the Chief Executive Officer (CEO) is responsible for the consistent achievement of the Foundation's mission. The CEO provides creative, collaborative and service-oriented leadership and direction in fulfilling and advancing the mission of the Catholic Community Foundation of San Diego ("Foundation"). The CEO is responsible for leading the Foundation in its achievement of its operational and strategic goals, which the CEO will lead the Board in crafting.

The CEO is the Foundation's chief asset developer and will lead, expand and manage donor and fundraising efforts and relationships to achieve the Foundation's asset building goals to increase endowment and other donor funds under management. The CEO will also promote planned and legacy giving through educational seminars and personal meetings with donors. The CEO oversees the growth and administration of assets entrusted to the Foundation.

The CEO is responsible for the overall administration, operation and management of the affairs of the Foundation. This includes the organization's financial objectives, daily administration and organizational management of the Foundation, fundraising and program development, public relations and marketing, hiring and supervising all staff and conducting business operations in accordance with our Catholic faith, values and standard business practices. The CEO operates under the direction of the Board of Trustees, within the policies established by the Articles of Incorporation, By Laws, Canonical Statutes, resolutions,

trust agreements, and guidelines duly adopted, and as consistent with applicable federal, state and local laws. The CEO reports to the Board of Trustees.

The CEO will serve as a leader in San Diego and Imperial Counties and the broader community and is expected to be an active ambassador for the Foundation, to position the Foundation as an expert in the field and to contribute to the betterment of the community by contributing resources and knowledge, collaborating with others, participating in sector activities, and serving in leadership roles which advance the mission of the Foundation.

Major Responsibilities

Strategy Development and Planning

- In collaboration with the Board of Trustees, staff and other key stakeholders, the CEO develops and executes the Foundation's strategic plan, long-term goals and operational plans.

Fund and Donor Development

- Ensures a sustainable and growing asset base by building long-term relationships with key current and prospective donors and fund holders.
- Oversees all fund development and fund-raising activities, including cultivation and stewardship of donors, planned giving and legacy events and seminars, and identifying other new sources of donor funds for management and the operating support of the Foundation.

Fiscal Management

- Ensures the Foundation has the financial where-with-all to deliver on its mission, including the necessary financial discipline and the investment in resources needed to achieve its goals.
- Oversees the preparation and management of the annual budget including expense management.
- In conjunction with the Investment Committee, ensures the assets of the Foundation are invested optimally, efficiently and in accordance with the prudent guidelines and policies established by the Foundation. Oversees the preparation of investment reports for the Committee and the Board of Trustees.
- Oversees the general operations of the Foundation and maintenance of its accounting and other official records and documents.
- Oversees the annual audit and tax filings for the Foundation.

Grants and Philanthropic Leadership Program Management

- Oversees the Foundation's philanthropic community leadership efforts and any grant making recommendations or activities as appropriate.
- Remains abreast of developing knowledge and trends in Catholic and Non-Catholic philanthropy and foundation leadership; keep the Board informed about current issues and trends. Attend meetings and conferences with Foundations nationally, seeking out best practices
- Develops new charitable giving programming ideas and initiatives to benefit the Foundation's donor advised fundholders and others in the local community for the benefit of Catholic institutions.

Board Relations

- Cultivates partnerships with the Board of Trustees and its committees. Leads Board development activities and assists in the recruitment of new board members.

- Oversees the preparation and distribution of Board / Committee materials. Serves as ex officio on all Board committees and works with the Board leadership to implement Board decisions.
- Work with Board committees to develop and maintain excellent working relationships with parishes, Catholic schools and other Catholic institutions in the Diocese of San Diego.

Human Capital Management

- Works with the Board of Trustees to ensure the Foundation has the necessary resources to achieve its goals and its mission.
- Manages the Foundation’s human capital, including hiring, terminating, developing and providing verbal and/or written evaluations of staff. Informs the Board of Trustees regarding any staffing issues as appropriate.
- Ensures that employment policies are enforced and in compliance with all applicable state and federal laws and Foundation policies.

Community Relations

- Promotes the Foundation’s visibility through participation and membership in community forums, Catholic organizations, and activities that align with the Foundation’s mission and vision.
- Serves as the Foundation’s representative to the parishes, Catholic schools, other Catholic non-profit institutions and the broader community.
- Provides educational programs and other communications to the Catholic community and others in understanding the Foundation’s mission, interests and concerns.
- Directs, develops and implements a strategic marketing plan that provides a clear and concise message of the Foundation’s mission to the Catholic community and others.
- Participates in and supports the work of other Catholic community foundations and Catholic organizations to advance common goals. Counsels, advises and collaborates with other organizations and trusts with shared interests.

Administrative Management

- Leads and oversees the administrative components of the Foundation, including any outside consultants. Works with the Foundation’s legal counsel to ensure legal and regulatory compliance in all aspects of the Foundation’s operations.
- Designs, reviews, maintains and implements all operational policies and guidelines for the Foundation and presents these to the Board of Trustees for input and approval.
- Ensures the Foundation has the appropriate communication systems, physical space and technology to operate efficiently and effectively.
- Maintains current skills and knowledge of best practices within the field of Catholic philanthropy and other Catholic Community foundations by attending seminars and professional training institutes as appropriate.

The ideal person for the position will meet the following criteria:

- Have passion for serving the community in alignment with our Catholic faith, be a Catholic in good standing and an active member of a local parish. A demonstrated knowledge of the work of Catholic charities and community philanthropy is required.
- He/she will see him/herself as a guardian and caretaker of the Foundation’s mission and have a vision of growing the Foundation to achieve its vision.
- He/she will have experience in the social service, education, leadership, financial, fundraising, non-profit or other related fields.

- Candidates must demonstrate an understanding of philanthropy and how it fits within our Catholic faith.
- Demonstrated leadership and success in fundraising through cultivation of donors personally, through staff and conducting educational and other events/seminars.
- Candidates must understand how to navigate the marketing, media and/or social media fields necessary to meet the mission.
- Candidate should have a basic understanding of financial management and investment vehicles, including endowments, be able to read and prepare budgets and spreadsheets and have demonstrated knowledge of investing, asset allocation and fund accounting.
- The ability to work independently as well as to work effectively in a team setting, demonstrating flexibility and versatility.
- Project management skills that demonstrate an ability to set and meet deadlines.
- Demonstrated success in organization leadership with the ability to manage multiple priorities.
- Strong oral and written communication skills are vital, including social media and web experience. Comfort with public speaking is essential.
- The capacity to develop the necessary relationships in the community to learn about philanthropic opportunities and form partnerships with others, and to present philanthropic opportunities to various audiences, is essential.
- Must be comfortable working with diverse populations, sensitive topics and in a variety of roles.
- A college degree (BA or BS) is required. Familiarity with financial instruments such as investments, endowments, etc. desired as well as marketing experience.
- Hiring, leading and delegating to small staff as a cohesive and competent team. Leading a small staff, the ideal candidate must be comfortable doing tasks across a broad spectrum regardless of title or role.
- A desire and knack for working alongside highly engaged Trustees.
- Desire to be the public face of the organization to the community.
- Personality characteristics should include the ability to care for people, work in partnership with others, exercise good judgment and tact in dealing with employees, community and business leaders, and have a commitment to getting things done in a timely manner. Candidates should possess integrity and commitment to Catholic and professional ethics. The ability to think as a visionary is also seen as an essential characteristic. Attention to detail is critical to the success of this position.

Compensation

Compensation is commensurate with experience; benefits, including health insurance, are included. Position is Full-Time, Exempt

How to Apply

Interested applicants should submit their resume and a cover letter to Careers@CCFSD.org. Applications will be accepted through February 19, 2021.