

NAZARETH GUILD
EXECUTIVE DIRECTOR JOB DESCRIPTION

NAZARETH GUILD MISSION: Nazareth Guild supports the efforts of the Catholic schools in the Diocese of Spokane to achieve sustainability through tuition assistance for students, grants for scholastic initiatives, capital improvements, and ongoing organizational support.

Founded in 2011, Nazareth Guild has distributed over \$3.1 million to the Catholic schools in the Diocese of Spokane and has awarded over 4,000 grants to support schools' tuition assistance programs. In addition to our tuition assistance program that helps students in need, Nazareth Guild has provided support in many areas including technology, security, building and campus improvements, curriculum materials, development, and teacher enrichment. Nazareth Guild supports 16 schools in the Diocese of Spokane. Established in 1913, the Diocese of Spokane stretches 24,356 square miles, spread across the 13 counties of Eastern Washington State. The Spokane Diocese educates approximately 3,200 students in thirteen grade schools and three high schools.

Position: Executive Director
Reports to: Board of Directors
Supervises: Operations manager
Status: Full Time/Exempt
Start day: September 5, 2017

JOB SUMMARY: The Executive Director is responsible for managing all aspects of Nazareth Guild's administrative and fundraising activities as well as the strategic planning and operation in support of Nazareth Guild's mission and goals. Collaborates with the Board of Directors in developing organizational goals, attaining/allocating resources, and establishing policies. Provides direction to staff and volunteers in carrying out the key roles assigned to them. To be effective, the Executive Director needs to provide clear direction in the following areas: 1) Leadership & Strategic direction; 2) Development; 3) Board relations; 4) Staff & Volunteer Leadership; 5) Marketing & Communications; and 6) Financial & Legal Oversight.

SKILLS/KNOWLEDGE:

- Bachelor's degree from an accredited college or university. An emphasis in business, finance, or public administration is helpful. Master's degree preferred.
- A minimum of five years work experience in profit or non-profit agency operations, management and supervision, or an equivalent combination of experience and education.
- Knowledge of major gift, capital campaign and deferred/planned giving approaches and techniques; proven experience identifying, cultivating, and

- soliciting high-level giving prospects; proven experience developing strategic external alliances with partners and prospective donors.
- Considerable knowledge of Catholic education
 - Demonstrated ability to organize, direct and coordinate operations.
 - Strong communication skills, both verbal and written.
 - Ability to interface and engage diverse donor groups.
 - Experience working in a deadline driven environment.
 - Capacity to manage multiple tasks and to develop solutions to problems with limited supervision.
 - Ability to establish and maintain effective working relationships with Nazareth Guild Board members and within the Catholic Diocese of Spokane: the Office of the Bishop, the Office of Education, and school administration at the 16 Diocesan Schools.
 - Experience with Catholic schools preferred.

JOB SEGMENTS

LEADERSHIP & STRATEGIC DIRECTION:

- Communicate externally and strengthen internally the vision of Nazareth Guild seeking to integrate our core values and guiding principles into what we do and how it is done.
- Perform duties in a manner that reflects Nazareth Guild's Mission, Vision and Values.
- Set high standards and accountability for ongoing excellence and organizational growth while maintaining the highest integrity.
- Implement a strategic planning process that results in the development and implementation of a quality strategic plan.
- Identify and evaluate opportunities for improvement and implement plans for improvements.
- Participate in collaboration with other similar non-profit organizations for best practices support.
- Steward this vision and guard against mission drift over time and in each new initiative launched.

DEVELOPMENT:

- Develop strategic plans to generate and grow revenues through a variety of fund raising techniques: events, planned giving, major gifts, annual giving, and grants.
- Identify, cultivate and solicit new donors and sponsors.

- Oversee planning and implementation of the *Celebration of Light Gala* and other events.
- Provide guidance to staff and volunteers performing resource development functions.
- Actively network with the Catholic schools in the Diocese of Spokane.
- Maintain a high professional profile in the field of philanthropy by participating in professional development by attending briefings, symposiums, meetings to remain informed and up to-date about the non-profit and philanthropic sector.
- Develop and maintain collaborative partnership with the Office of the Bishop of the Diocese of Spokane and the Office of Education of the Diocese of Spokane.
- Develop new programs and initiatives within the mission to support the schools in the Diocese of Spokane.

BOARD RELATIONS:

- With the board chair, enable Nazareth Guild to fulfill its governance function.
- Support the operation and administration of the board by advising and informing board members.
- Develop the board's evaluation of the executive director.
- Advise the board to operate within the bounds of its bylaws; oversee board secretary and treasurer functions and the keeping of critical corporate records.
- Interpret and apply laws, rules and regulations applicable to the organization, and in matters where reference to legal counsel is necessary, do so in conjunction with the board.
- Design, review and maintain operational policies, practices and guidelines of the foundation, periodically presenting to the board for input and approval.
- Arrange and attend board and committee meetings by reserving facilities and preparing agendas, meeting minutes and necessary materials.
- Implement board directives and communicate with board members between meetings.
- Lead the board in its strategic planning and establish objectives based on goals and budget considerations agreed upon by the board.
- Support board continuity and development of leadership capacity within the board and its committees.

STAFF & VOLUNTEER LEADERSHIP:

- Manage the human resources of the organization according to personnel policies and procedures that conform to current laws and regulations.

- Enhance systems that allow for efficiency and smooth functioning of Nazareth Guild's operations, ensuring compliance with established policies and procedures.
- Create an atmosphere conducive to growth, learning and improved performance.
- Ensure that the office is adequately supplied and equipped within its budget.
- Conduct annual performance appraisals and present compensation recommendations to the board of directors.
- Facilitate relations and communications among/between the staff and the board.

MARKETING & COMMUNICATIONS:

- Ensure Nazareth Guild's mission is consistently presented in strong, positive images to relevant stakeholders.
- Create and maintain a reputable brand identity through a variety of marketing, public relations, and media efforts.
- Prepare all mass communications including an annual report, donor communications, and gala related material.
- Supervise content of Nazareth Guild's affiliated digital media.
- Participate in Catholic school events as needed, which will require travel to schools outside of Spokane.

FINANCIAL & LEGAL OVERSIGHT:

- Prepare and report on the annual budget and ensure that it and the accounting practices are adequate and cost effective. Organize finance and grant committee meetings and prepare appropriate materials for review including financial reports.
- Manage banking administration. Sign checks; oversee reconciliation of the monthly bank statements.
- Counsel with Nazareth Guild's accountant on matters affecting the foundation and review the Statement of Financial Position and tax returns with finance committee and chair.
- Seek advice on and promote compliance with local, state, and federal laws. Maintain financial records and reports according to generally accepted accounting standards.
- Maintain a relationship with the Catholic Foundation of Eastern Washington.

APPLICATION PROCEDURE:

To apply, please submit the following materials, confidentially and as separate attachments in one email to nazarethguildspokane@gmail.com by July 14, 2017.

- Cover letter that aligns your experiences and skill sets with the current needs of Nazareth Guild, as you understand them.
- Current resume with all appropriate dates included.
- Statement of fundraising philosophy.
- List of three references with names, physical addresses, phone numbers and email addresses. No references will be contacted without your knowledge and approval

ALSO REQUIRED: A valid Washington state driver's license.