

WESTERN SOUTH DAKOTA CATHOLIC FOUNDATION

Job Posting: Executive Director

Foundation Mission

The Western South Dakota Catholic Foundation (WSDCF) is a non-profit fundraising organization which works to secure endowment and other gifts to benefit the mission, activities, projects, and programs of the Roman Catholic Church in Western South Dakota.

Position Overview

The Executive Director plans, organizes, implements and evaluates all activities for the support and benefit of the Western South Dakota Catholic Foundation (WSDCF). The Executive Director is responsible for execution and management of fund raising activities and the establishment of endowments and development of donor relationships. Ensures all activities are conducted in support of the mission, philosophy, and values of the Roman Catholic Church in Western South Dakota. Applicants should be a Catholic in good standing with the Church.

Duties and Responsibilities of the Executive Director:

- Grow WSDCF and its mission
- Cultivate and maintain donor relationships to meet the goals of the foundation

Qualifications

Education: Master's Degree or equivalent in philanthropy, business administration or related field preferred.

Experience:

- Fundraising, donation/sponsorship procurement or sales experience required
- Public speaking and event planning experience required
- Public relations and marketing experience required
- Knowledge of basic accounting functions required

Skills:

- Strong skills in organization and planning
- Energetic and creative, congenial
- Able to work well independently and as part of a team
- Able to think and plan strategically
- Working knowledge of Microsoft Suite, Adobe Creative Suite, Google Docs, WordPress, Donor Perfect and a variety of social media sites
- Detail oriented
- Must be able to draft and proof letters, documents and publicity materials
- Must be able to communicate effectively

For Inquires: Call WSDCF at 605-721-6843 or email cover letter and resume to chubbeling@wsdcf.org