

President and Chief Executive Officer – The Catholic Alliance

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The President and Chief Executive Officer (“CEO”) is responsible for leading the development of The Catholic Alliance’s long-term fundraising strategy for the Archdiocese of Denver (“AOD”) and its ministries. The President and CEO, in collaboration with The Alliance’s Board of Directors (“Board”), develops short and long term fundraising strategies to meet ministry budget and reserve requirements. The President and CEO will lead the execution of fund development, marketing public relations/media, communications and event management, along with donor relations, donor processing and accounting functions. The President and CEO provides the leadership, management and vision necessary to ensure that the organization has the proper operational controls, administrative and reporting procedures, and people systems in place. The position accomplishes this through a respectful, constructive and energetic style, guided by the objectives of the organization.

This position reports directly to the Board and has overall supervisory responsibility for all corporate operations and employees. The senior management team will report directly to the President and CEO.

Essential Duties:

Strategic Business Planning / Operations

Formulate and implement the strategic plan that guides the direction of the organization in accordance with the AOD;

Spearhead the development, communication and implementation of effective processes within the organization;

Achieve and surpass sales, profitability, cash flow and business goals and objectives.

Client Relationships

Work with key stakeholders to develop ministry-specific strategic fundraising plans;

Secure and execute key speaking engagements and other public relation opportunities.

Accountability / Reporting

Provide monthly key performance reports to the Board for each department;

Provide monthly financial progress reports to the Board for each ministry.

Leadership

Staff, train, guide, lead and manage the organization in alignment with the strategic plan;

Motivate and lead a high-performance senior management team; attract, recruit and retain required members;

Measure and assess effectiveness of all processes internal and external.

Requirements:

Bachelor's Degree in Business or related field required. Master's Degree in business or related field preferred;

At least five years in a senior management role;

At least eight years of strong operational experience.

Competencies and Qualifications:

Be a fully-initiated Catholic in the communion of the Catholic Church and intentionally living out the five precepts of the Church (CCC 2041-2043);

Refrain from promotion or approval of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to the Archdiocese of Denver, or considered to be in contradiction with Catholic doctrine or morals;

Leadership – Strong leadership skills;

Strategic Thinking – Capable of developing and guiding a comprehensive business plan;

Business Acumen including Financial Management;

Decision Making – Be a decision maker capable of weighing options quickly and accurately.

Finalists will be screened for Criminal Background and Credit History

The employer requires an application (*application form can be obtained at archden.org/careers*), resume, and cover letter, sent via email no later than September 28, 2017, to: Bob Gross at bob.gross@thecatholicalliance.org (**Please include “Applicant” in the subject line**).

About the Employer: The Catholic Alliance (“Alliance”) began operations in January 2015 to develop a more efficient approach to fundraising and charitable giving. The goal is to help those who give a better understanding of the Church, and enhance their engagement with partner ministries. Operating in a centralized manner, and in accordance with Church teachings, the Alliance connects givers with the needs of each ministry.

The Archdiocese of Denver proclaims the Gospel of Jesus Christ, celebrates his Sacraments, and exercises his works of mercy, so that all might participate in his salvation and discover the lasting joy of a relationship with him. The Archdiocese of Denver serves the Catholic Community of Northern Colorado and its various parishes, missions, apostolates, and schools.