



Position: Interim Executive Director of the Wyoming Catholic Ministries Foundation

Reports to: Diocesan Bishop and Wyoming Catholic Ministries Foundation Board
 Term: 18 – 24 Months
 Salary: \$80,000 - \$100,000 (Commensurate with experience)

General Summary

The Interim Executive Director of the Wyoming Catholic Ministries Foundation (WCMF) implements, coordinates and manages a comprehensive development plan for the WCMF. The Director provides leadership and guidance to the Bishop and the members of the WCMF Board and manages relationships with clergy, lay Catholics, donors, strategic partners, money managers, consultants, etc. The Director guides all aspects of the grant requests submitted to WCMF – from application to final reports – which are awarded throughout the diocese.

Essential Duties and Responsibilities:

- Maintains professionalism and credibility with the diocesan staff, clergy, lay Catholics, the public, and the media with a high focus on building effective and positive relationships.
- Works cooperatively with professionals in the legal, planning, trust, investment and marketing fields to involve them in the development activities of the WCMF to achieve successful outcomes.
- Maintains relationships with donors and develops contacts with potential benefactors to the WCMF, to secure long-range gifts for the diocese.
- Grows the individual major gifts program including cultivation and solicitation of major gifts. Manages a portfolio of qualified major gift prospects, maintains current donors and builds on the individual donor base.
- Manages investment and bank accounts to maximize returns while managing risk.
- Promotes the WCMF through effective use of technology.
- Prepares the agenda for meetings of the WCMF Board, Grant Committee and Investment Committee.
- Gives regular updates on the status of the WCMF to the Bishop, Board, clergy and stakeholders.
- Maintains records and ensures compliance with IRS regulations so as not to jeopardize the tax-exempt status of the Foundation.
- Oversees the WCMF budget and directs preparation of financial progress reports for development activities.
- Performs due diligence and site visits to grant applicants.

- Travel throughout the Diocese of Cheyenne
- Have a deep understanding of donor restrictions and be able to advise the board accordingly for the proper use of the funds.

Knowledge, Skills, and Abilities Required:

- Bachelor's Degree in Sales, Marketing, Communications, Public Relations, Business Administration or Non-Profit Administration or related field.
- Three (3) to five (5) years of development experience overseeing successful fundraising programs, preferred.
- Understanding of all philanthropic funds and donor options.
- Familiarity and fluency with the use of technology.
- Fully initiated, practicing Catholic in good standing and of proven faith, good morals and good reputation.
- Must have a collaborative style; proven team builder with effective employee-relations skills.
- Required to have excellent presentation, verbal and written communication skills; skilled at public speaking.
- Must be able to prioritize work, be proactive, resolve complex problems and multi-task.
- Must be able to maintain confidential information, exercise good judgment and work independently as well as in a team environment.
- Compliance with diocesan Safe Environment protocols through Catholic Mutual Group: background check, safe environment training and driving requirements.
- Proficient with information technology including Microsoft Office, Raisers Edge and Financial Edge.