

## **Executive Director**

The Executive Director (ED) is responsible for providing leadership, direction, fundraising, and financial stewardship in alignment with the implementation and ongoing refresh of the Strategic Plan set by the Board of Directors to carry forward the mission of Cana Family Institute (CFI).

### **Primary Responsibilities**

- Oversee and manage all mission-aligned organization and program-related partnerships, currently in St. Paul/Minneapolis, Cincinnati, & Houston.
- Lead, coach, develop, and inspire organizational leaders by ensuring ongoing formation and training.
- Serve as the primary spokesperson for the organization.
- Secure resources to support the organizational mission and vision in conjunction with the Board and staff.
- Actively secure individual gifts from donors and manage donor pipeline.

### **Essential Responsibilities**

#### **1) Leadership and Management (25%)**

- Ensure CFI's activities are compliant and in furtherance of its mission.
- Keep informed—and the organization's leadership informed—of significant developments and changes in the internal and external environment.
- Work closely with the Board and staff to craft and implement a 3-5 year Strategic Plan.
- Work with the Board to determine adjustments to the plan annually.
- Cultivate a culture within the organization that is centered on mission and vision and that connects activities with outcomes toward continuous improvement.
- Oversee organization's staff, including recruiting and hiring; actively manage and supervise direct reports.
- Create a work environment that attracts, inspires, and retains talented and passionate staff who support CFI's mission and values.

#### **2) Fundraising and Communications (55%)**

- Identify, cultivate and solicit major gifts.
- In cooperation with the Board, ensure successful implementation of the annual development calendar.
- Ensure effective external communications about CFI's mission, priorities, importance, programs, and activities.
- Champion CFI and advocate its mission to internal and external stakeholders.
- Foster and mature relationships with the Catholic Community Foundation and other supportive foundation entities.
- Explore other fundraising avenues such as grant writing, legacy gifts, etc.

#### **3) Administration and Management (20%)**

- Oversee the development of the annual budget and, working closely with the Board Treasurer, monitor revenue and expenses to ensure alignment.
- Attend weekly 1:1 with the Board President.
- Provide regular reports to the Board and participate in Board meetings and committee meetings as assigned.

- Lead and deliver ongoing formation and updates to the staff during staff meetings, onsite and branch visits.
- In collaboration with the Director of Operations, oversee other aspects of organizational administration including human resources management, service contracts, and facilities management.
- Attend all local St. Paul/Minneapolis branch Cana Family Institute events as the face of the organization. Cana Banquet, Leadership Launch, Mornings of Reflection, Graduation, etc.
- Other duties as assigned.

### **Other Requirements**

- 1) Ability to travel throughout the Archdiocese of St. Paul & Minneapolis and to other branches, as needed.
- 2) Manage all details associated with work travel including prompt reporting of travel expenses.

### **Essential Qualifications**

- 1) **Agreement with Beliefs, Convictions and Approach**
  - Commitment to Cana Family Institute's organizational beliefs and convictions: We believe: the human family and the Church are the primary, foundational institutions of a civil and just society; the family is the school of love with parents as the primary educators of their family; the parish and school are sources of community where families encounter Christ; in the power of Christ-centered leadership and the development of missionary disciples.
  - Commitment to Four Pillars: Enlightening Curriculum, Accompaniment Approach, Leadership Development, and Partnerships
  - Commitment to Core Values: People First, Team Player, Heroic Goals, Deep Roots
- 2) **Active, practicing Catholic** with demonstrated understanding of the Roman Catholic Church and a working knowledge of significant developments and trends in marriage and family.
- 3) **Professional experience**
  - Ability to lead and drive the implementation of strategic vision of the organization; ability to coordinate collaborative efforts to further a specific mission; ability to motivate and inspire others.
  - Demonstrated ability to lead, manage, and motivate others with a wide range of staffing roles.
  - Demonstrated understanding of the non-profit sector, including productive and collegial work with a volunteer Board of directors.
  - Excellent relationship management and communication skills, both written and verbal—including public speaking.
  - Strong business acumen, ability to influence action through plans and attention to detail.
  - Ability to recognize and respond quickly to organizational issues and risks with intuition, agility and situational savvy.

**Position Requirements**

- Undergraduate and/or graduate degree with business, management or leadership focus, preferred.
- Demonstrated fundraising experience.
- Demonstrated ability in fiscal and human resource management.
- Demonstrated ability to lead through adversity and maintain stability and a strong mission-driven culture.
- Excellent communication skills, verbal and written as well as public speaking.
- Experience in a non-profit organization preferred.

**Compensation**

- Salaried, full-time work week as an exempt employee
- Generous paid personal time off and holidays as outlined in current CFI policies
- Health Insurance stipend available based on need

**Location**

Crystal, MN offices and remote (Hybrid) as well as off-site meetings and appointments as applicable

**Supervision**

President of the Board of Directors (Board) through the Executive Committee