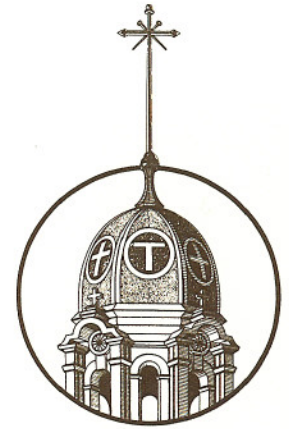


Central Washington

# Catholic Foundation

The mission of the *Central Washington Catholic Foundation* is inspired by the gospel of Jesus Christ. The purpose of this independent corporation is to support and enhance philanthropy and charitable activities for the needy, disadvantaged and faith-oriented worthy causes in the counties of Benton, Chelan, Douglas, Grant, Kittitas, Klickitat, and Yakima in Central Washington.



## Executive Director

### About the Central Washington Catholic Foundation

The mission of the *Central Washington Catholic Foundation* is inspired by the gospel of Jesus Christ. The purpose of this independent corporation is to support and enhance philanthropy and charitable activities for the needy, disadvantaged and faith-oriented worthy causes in the counties of Benton, Chelan, Douglas, Grant, Kittitas, Klickitat, and Yakima in Central Washington State. We are an independent foundation and a separate 501(c)(3) nonprofit organization, which relies solely on our generous supporters and not on any church donations. The majority of our annual payouts go to educational institutions through the form of scholarships and grants. The foundation currently has approximately \$3M in 30 named funds and disperses \$100,000 to \$150,000 annually.

For more information, visit our website at <http://www.cwcatholicfoundation.org>.

### Position Summary

The Executive Director will be responsible for overall operation of the *Central Washington Catholic Foundation* (Foundation). The Director will be employed by the Board of Trustees (Board). The primary duties include operating the Foundation and fundraising. Foundation operations responsibilities includes meeting the Board regularly, planning and meeting operating budgets, preparing financial statements, dispersing funds to recipients, and other activities. The primary emphasis of the position will be fundraising. The position will be responsible for the solicitation of major grants and contributions of \$100,000 and above from high net-worth individuals and families in the geographical area of the diocese of Yakima, Washington.

### Responsibilities

#### Fundraising

- Based on program goals and objectives determined by the Board of Directors and the President, develop and implement the Annual Fund Development Plan.
- Develop a strategy for and directs all facets of Annual and Special Appeals solicitation, including their design, timing, monitoring, and evaluation.
- Develop and oversee a Major Gifts Program and a Planned Giving Program.
- Identify, cultivate, and solicit prospective donors, private and corporate.
- Plan and oversee the preparation of grant proposals to seek funding for specific programs and general operations and the research to expand Foundation contacts.
- Oversee local fundraising events building on the series of successful past events and promoting new opportunities in other cities and locales.

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Yakima, WA 98908-3479

The CWCF is a tax exempt nonprofit.  
Our tax ID number is 33-102261

Phone: (509) 972-3732  
[www.cwcatholicfoundation.org](http://www.cwcatholicfoundation.org)

- Establish a program of regularly scheduled meetings in-person between prospective major donors and the President or appropriate Board members along with the Director him/herself.
- Serve as the organization's contact for all fundraising proposals, reviewing, discussing, and evaluating the viability of proposed projects.
- Oversee the timely acknowledgment of all gifts.

#### Operations

- Prepare the annual budget for the Foundation in collaboration with the Board of Trustees
- Project budget trends and plans responses accordingly.
- Ensure that meetings of the Board are held and conducted in accord with Foundation By-laws.
- Keep records of all financial transactions of the Foundation and Board.
- Prepare the Foundation books for annual review.
- Pay all Foundation bills and other debts in a timely manner.
- Supervise the development and presentation of the Foundation's programs for the Catholic community.
- Edit and produce quarterly newsletter and other timely publications
- Write and/or supervise the submission of requests for funding on behalf of the Foundation.
- Communicate regularly with parishes, schools and other Catholic works in order to ensure Foundation's effectiveness.
- Maintain ongoing contact with the Bishop of the Diocese of Yakima.

#### Key Qualifications

Be an active practicing Roman Catholic with an ability to interact effectively with laity and clergy. A successful candidate will have good experience in fundraising, program administration, budget development & management, and staff supervision & development. The candidate should be experienced in foundation development and fundraising, with excellent written and oral communications skills. The candidate needs the ability to identify, solicit, and close financial agreements with net-worth individuals and families. The ability to speak and understand Spanish is desired.

#### Location

The executive director can live within any of the counties. The majority of the population and Board live in the cities of Yakima, Richland, Kennewick, and Wenatchee, Washington.

#### Salary

The base salary will be \$40,000 to \$50,000. Additional financial incentives will be provided depending on performance in fund-raising.