

# FOUNDATION FOR THE DIOCESE OF HELENA

*Serving and Strengthening the People, Parishes, and Apostolic Mission of the Diocese of Helena*

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## POSITION ANNOUNCEMENT

### Executive Director

The Foundation for the Diocese of Helena is seeking a mission-driven leader to serve as its next Executive Director. This is a unique opportunity for a passionate Catholic professional to advance the Church's work by growing philanthropic support, stewarding a significant endowment, and inspiring generosity throughout the Diocese of Helena.

### About the Foundation

The Foundation for the Diocese of Helena is a nonprofit organization whose mission is "to serve and strengthen the people, parishes, ministries, and apostolic mission of the Diocese of Helena." The Foundation solicits, receives, and invests endowed funds—currently totaling approximately \$50 million—to benefit Catholic parishes, schools, and ministries throughout western Montana. The Executive Director reports to the Board of Trustees and works in close collaboration with diocesan leadership.

### The Opportunity

The next Executive Director will be a strategic leader and a person of deep Catholic faith who can articulate a compelling vision for Catholic stewardship, cultivate relationships with donors and estate planning professionals, and manage the day-to-day operations of the Foundation with excellence and integrity.

### Position Summary

This is a full-time, exempt position based in Helena, Montana.

**Compensation:** Starting salary of \$100,000+, commensurate with experience.

**Benefits:** Vacation and sick leave, health insurance stipend, retirement plan, and paid holidays.

### Minimum Qualifications

- Must be a practicing Roman Catholic in good standing with the Church.
- Bachelor's degree required; advanced degree in nonprofit management, business, theology, or a related field preferred.
- Demonstrated experience in nonprofit leadership, fundraising, development, or financial management.
- Exceptional communication skills, both written and oral; proven ability to inspire donors and stakeholders.
- Strong organizational and relationship-building skills; ability to work with a high degree of initiative and independence.

### How to Apply

Interested candidates are invited to submit a resume, cover letter, and completed job application to:

**Foundation for the Diocese of Helena**

foundation@dohmt.org

P.O. Box 1729 • Helena, MT 59624

*Applications will be reviewed on a rolling basis. This position will remain open until filled.*

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## JOB DESCRIPTION

### Executive Director

**Organization:** Foundation for the Diocese of Helena

**Location:** Helena, Montana

**Classification:** Full-Time, Exempt

**Starting Salary:** \$100,000+, commensurate with experience

**Reports To:** Board of Trustees

**Direct Reports:** 1–2 Foundation staff members

### Organizational Mission

The Foundation for the Diocese of Helena exists “to serve and strengthen the people, parishes, ministries, and apostolic mission of the Diocese of Helena.” Through prudent stewardship of a \$50 million endowment and an active program of charitable gift planning and capital campaign support, the Foundation ensures that the Church’s mission in western Montana is resourced for generations to come.

### Position Overview

The Executive Director is the chief executive of the Foundation, responsible for advancing its mission through visionary leadership, philanthropic development, sound financial stewardship, and strong relationships with donors, parishes, diocesan leadership, and the broader Catholic community. The Executive Director carries out the policies and directives of the Board of Trustees and serves as the public face and primary ambassador of the Foundation.

### Key Responsibilities

#### Fundraising & Donor Relations

- Cultivate, solicit, and steward major gift donors and planned giving prospects, with a particular focus on estate and bequest commitments.
- Build and maintain lasting relationships with donors, families, attorneys, financial advisors, and estate planning professionals.
- Develop and execute a comprehensive annual development plan that includes major gifts, planned giving, annual fund, and event-based strategies.
- Inspire individuals and families to align their philanthropic values with the mission of the Church through compelling storytelling and personal engagement.

#### Endowment & Financial Stewardship

- Oversee the management and investment of the Foundation’s approximately \$50 million endowment in partnership with the Board’s investment committee and outside advisors according to the USCCB Catholic investing principles.
- Ensure sound fiscal management, including budget development, financial reporting, and compliance with applicable laws and regulations.

- Manage grant-making processes and distribute funds to parishes, schools, and ministries in accordance with Foundation policies.
- Maintain and grow the corpus of the endowment through new gift agreements and strategic investment oversight.

### **Capital Campaigns**

- Plan, coordinate, and lead capital campaigns on behalf of the Foundation and in support of diocesan priorities.
- Partner with parishes and diocesan leadership to identify capital needs and develop case statements that inspire donor investment.
- Engage volunteer leadership and campaign committees to expand the reach and impact of fundraising efforts.

### **Leadership & Operations**

- Lead, support, supervise, and retain a competent Foundation staff (1–2 employees), fostering a culture of excellence, collaboration, and shared mission.
- Serve as the primary liaison to the Board of Trustees, preparing reports, supporting strategic planning, and implementing Board directives.
- Represent the Foundation publicly, including at diocesan events, community gatherings, and national Catholic stewardship forums.
- Collaborate closely with the Bishop, diocesan staff, pastors, and parish leaders to ensure alignment of Foundation activities with diocesan priorities.
- Maintain all Foundation records, policies, legal documents, and donor databases with accuracy and confidentiality.

## **Qualifications**

### **Required**

- Active, practicing Roman Catholic in good standing with the Church; deeply committed to the mission of the Diocese of Helena.
- Bachelor's degree in a relevant field (nonprofit management, business, communications, theology, or related discipline).
- Minimum of five years of professional experience in nonprofit leadership, development, fundraising, or a closely related field.
- Demonstrated success in major gift fundraising, planned giving, or capital campaign management.
- Excellent written and verbal communication skills; ability to articulate a compelling vision for Catholic stewardship.
- Strong interpersonal skills with the ability to build trust and long-term relationships with diverse stakeholders.
- Ability to work with significant autonomy, manage competing priorities, and exercise sound judgment.

### **Preferred**

- Advanced degree (MBA, MNA, MDiv, JD, or equivalent) preferred.
- Experience working within a Catholic diocesan, parish, or apostolic organizational context.
- Familiarity with charitable gift planning instruments (bequests, trusts, annuities, donor-advised funds, etc.).

- Certified Fund Raising Executive (CFRE) or similar professional credential.
- Experience managing investment portfolios, working with independent accountants (auditors), and understanding of financial statements.

## Core Competencies

- Mission-Driven Leadership — Ability to lead with clarity of purpose rooted in Catholic faith and values.
- Donor Cultivation — Skill in identifying, engaging, and inspiring philanthropic investment from individuals and families.
- Strategic Thinking — Capacity to develop and execute long-range plans that grow the Foundation's impact.
- Financial Acumen — Competence in overseeing endowment management, budgeting, and nonprofit financial compliance.
- Relationship Building — Demonstrated success in cultivating trust with clergy, donors, community leaders, and volunteers.
- Communication — Compelling oral and written communicator capable of inspiring others to action.
- Integrity & Discretion — Highest standards of ethical conduct and confidentiality in all donor and financial matters.

## Compensation & Benefits

- Starting salary of \$100,000+, commensurate with experience and qualifications.
- Health insurance stipend.
- Retirement plan and match.
- Vacation and sick leave.
- Paid holidays.

## How to Apply

Interested candidates should submit the following materials to **foundation@dohmt.org** or by mail to P.O. Box 1729, Helena, MT 59624:

- A cover letter describing your passion for the mission of the Church and relevant experience.
- A current resume or curriculum vitae.
- A completed job application (available at <https://fdoh.org/>).

*Applications will be reviewed on a rolling basis. This position will remain open until filled. The Foundation for the Diocese of Helena is an equal opportunity employer operating in accordance with Catholic teaching and the Foundation's employment policies.*