



PRESIDENT/CEO JOB DESCRIPTION

POSITION TITLE: President and Chief Executive Officer

REPORTING TO: Board of Directors, Direct Supervisor - Board Chair

TERM OF OFFICE: Determined through contractual agreement

AREAS OF ACCOUNTABILITY

- Membership growth, retention and satisfaction
- Achievement of organization's goals and objectives, which include leadership, education and advocacy
- Work with the Board to maintain a sound financial condition—short and long-term
- Act as the face and voice of the organization to all our publics

MEMBER RELATIONSHIPS

- Oversee the organization's membership promotion and retention efforts
- Develop strategies that emphasize on-going commitment to serving members and the larger Catholic philanthropic community
- Show sensitivity and appreciation for the diverse requirements of each member type and affinity group, while responding appropriately to members needs and concerns
- Ensure that NCDC's programs expose a culture of mission and philanthropy as well as contemporary professional competencies in the context of ministry at all levels

BOARD INTERACTION

- *Ex officio* member of the Board, providing advice and counsel on policy issues and matters important to the overall policy direction and management of the organization
- Provide the Board with quarterly financial and membership status updates, evaluating short and long-term projections, goals and strategies
- Advise the Board in its planning responsibilities by developing and directing the planning process to generate short and long-term objectives and strategies
- Implement Board and committee goals via actionable management plans and provide strategic direction to staff that will enable the effective execution of these plans

EXTERNAL RELATIONSHIPS

- Represent NCDC before all publics including membership, the Church, Catholic Leadership, the nonprofit sector, regulatory, legislative bodies and the general public
- Maintain effective working relationships with the Episcopal moderator and the USCCB

- Understand the current economic and political climate and how it continuously shapes the Mission Advancement efforts of Catholic institutions
- Collaborate effectively with organizations important to the achievement of NCDC's purpose and goals
- Represent NCDC before the news media

INTERNAL RELATIONSHIPS

- Provide strategic vision and guidance to ensure successful employee development
- Direct management of NCDC staff and contract employees
- Ensure that NCDC's organization structure, personnel practices, policies and management systems are efficient and effective

GENERAL MANAGEMENT

- Plan and execute all NCDC conferences, seminars, workshops and committee activities
- Provide financial management and leadership skills, resulting in an organization that is run efficiently and cost effectively
- Continually examine NCDC's technology needs and capabilities, identifying opportunities for improvement and advancement to provide a high level of membership service, while increasing the digital footprint and recognition in the larger community

QUALIFICATIONS AND EXPERIENCE

- Minimum of ten years of senior level administrative experience with a thorough understanding of all aspects of fundraising and/or membership programs ideally related to Catholic ministry
- An understanding of and desire to embrace the mission of NCDC
- Highly relational, a self-starter, with excellent communication and organizational skills
- Bachelor's degree (Master's preferred) and CFRE or CAP certification a plus
- Catholic who maintains ethical standards, personal integrity and conduct consistent with the teachings of the Catholic Church

WORKING CONDITIONS

- Full-time position with benefits, currently headquartered in Washington DC
- Requires flexible schedule with evening and weekend work
- Must be willing to travel 50% alone by plane, train and car
- Must be able to use telephone (hear and speak) and use a computer
- Compensation is commensurate with experience

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.