

BISHOP BUDKA EPARCHIAL STEWARDSHIP SOCIETY INC (BBESSI)

Job Title: EXECUTIVE DIRECTOR

Reports to: Chair, Board of Directors

Compensation: Personal Services Contract

Bishop Budka Eparchial Stewardship Society Inc (BBESSI) is an organization responsible for promoting the cultural, social, educational and spiritual initiatives, policies and objectives of the Eparchy among Ukrainian Catholics in the Province of Saskatchewan. In addition, BBESSI is also responsible for assisting financially, or otherwise, any organizations that propagate the cultural, social, educational and spiritual well-being of Ukrainian Catholics in the Province of Saskatchewan in accordance with the initiatives, policies and objectives of the Eparchy.

Our Purpose

The primary objective of the Corporation is to develop, organize, and implement fundraising initiatives and programs for the purpose of raising monies that will be used to further the initiatives, policies, and objectives of the Eparchy as directed by the Finance Council

Position Overview

The Executive Director will be responsible for developing and implementing fundraising strategies for the Eparchy of Saskatoon under the direction of the Board of Directors. Reporting to the Board of Directors the Executive Director will be responsible for providing leadership and advice in securing funds to achieve stewardship, and fundraising goals and activities. This includes: establishing and maintaining key relationships with stakeholder groups and individuals within and throughout the Eparchy; have the creativity to educate and promote the goals and initiatives of both the Eparchy of Saskatoon; organize and manage the administrative functions for BBESSI.

The ideal incumbent will be:

- A charismatic visionary leader whose strength is to building relationships that will mobilize and motivate all the stakeholders, including volunteers and the faithful of the Eparchy, and involving these stakeholders to understand and commit to the roles they have to play in achieving the vision/objective/goal.

- A dynamic strategic thinker, capable of understanding the marketplace within which BBESSI operates.
- Capable of using fundraising grant knowledge to identify opportunities for the BBESSI
- Capable of transcribing the vision of the future and the opportunities identified to achieve that, into challenging yet achievable goals for the organization.
- Key to the establishment of a constructive and ethical corporate culture encompassing values that can be strived for and embraced by all stakeholders and which will foster a strong sense of belonging and stakeholder engagement throughout the Eparchy.
- A person with a keen achievement drive, a palpable sense of urgency and the fortitude to make those behaviours that have been identified as key to the success of the organization visible to all the stakeholders in the Eparchy.
- A person who has formal education in communications, business and several years of experience in fund development. A Certified Fundraising Professional designation would be an asset.
- A person who is committed to the Christian, and preferably Ukrainian Catholic, faith based doctrine and charism.

Major Tasks and Deliverables:

1) Relationship Building

- Build and maintain positive relationships with the stakeholders of the Eparchy including the Bishop; Clergy; Faithful of the Eparchy; Eparchial Staff; Volunteers; Suppliers and the entire community within BBESSI operates.
- Travel and meet with all Eparchial stakeholders, particularly the Clergy in the four Deaneries and Pastoral Districts, on a regular basis.
- Identify needs and expectations of BBESSI and Eparchy of Saskatoon, and respond to them in a timely and effective manner.
- Balance stakeholder expectations with practical realities.

2) Fund development responsibilities:

- Develops strategy to maximize fundraising initiatives for the Eparchy of Saskatoon and other related Eparchial initiatives, including prospecting, cultivating, soliciting, recognizing, acknowledging and stewardship.
- Acquires, implements and maintains appropriate fundraising / tracking software.
- Develops and/or assists in overseeing the implementation of major capital campaigns for the Eparchy of Saskatoon, and related Eparchial Organizations.
- Develops written policies and procedures reflecting best practice fundraising, transparency with donors, and consistency with all legal and regulatory requirements.
- Establishes and strengthens relations with donors and organizations (foundations and corporate sponsors).

- Plans and implements the Annual Eparchial Appeal, direct mailing and planned giving programs.
- Develops new fundraising and donor cultivating events.
- Oversees donor recognition program.
- Fosters liaisons and relationships in the community that can lead to increased fundraising opportunities.
- Prepares written proposals for submission to foundations and corporate sponsors.
- Maintains up-to-date information on fundraising activities, including contact information and subsequent steps.
- Prepare written information for the Bishop and, as required, accompany him on personal visits.

3) Marketing / Promotion responsibilities:

- Develops overall communications strategy (short and long term).
- Prepares articles / stories for publication in media.
- Develops annual report to the community as required.
- Oversees and maintain website, in consolation in with Eparchial Communication Officer.
- Develops appropriate materials outlining opportunities for support
- Coordinates major events as required.
- Maintains positive public and community relations.
- Proactively manages media inquiries and public relations activities.

4) Strategic and Operating Plan Development and Implementation

- Formulates and recommends to the Board a strategic plan identifying priority issues and initiatives to be addressed in order to achieve the organization's vision, and sets short, medium and long term objectives.
- Develops and implements an annual operating plan and budget consistent with the strategic plan and priorities of the organization.
- Regularly reports on progress related to the achievement of, and adjustments to, the strategic and operating plans.

5) Governance matters

- Attends Board and standing committee meetings.
- Ensures the preparation and distribution of Board and committee agendas, notices, and other material.
- Ensures the maintenance of all corporate and administrative files in an organized and accessible manner.

6) Administrative

- Develops internal policies and procedures and maintains on an ongoing basis.
- Develops and implements a human resources plan, including hiring practices, performance review, staff development, discipline, etc.
- Establishes clear direction, sets objectives, distributes workload appropriately, and communicates clearly.
- Oversees the accounting and finance functions.
- Oversees the administration of charitable tax returns and related corporate information.

7) Other related duties as required.

Skills and Knowledge Required:

- Two to five years of experience in fundraising activities, preferably in fund development and communications.
- CFRE preferred (Certified Fundraising Executive).
- Ability to work independently and self-direct.
- Excellent organizational skills.
- High level of proficiency in use of computers and software programs (i.e. donor data bases, Word, Excel, PowerPoint).
- Innovative and creative thinking.
- Exceptional verbal and written communication skills.
- Strong interpersonal skills.
- Proactive team player with an optimistic outlook on life.

Compensation:

- Compensation will be commensurate with qualifications, experience, skill set and the competencies the candidate brings to this position.
- The Board may give consideration to or be open to negotiate the number of hours worked.
- Total compensation will include benefits like disability insurance, extended health and dental plan.