

My name is Sarah Agee and I am with Sterling Search, an Executive Search Company specializing in nonprofits. We have been retained by a newly incorporated Foundation to find an Executive Director. Our client is a Catholic Order and Prep School that is independent of the Diocese and has been in Southern California for over 50 years. Owing to cramped facilities that are shared by both clergy and school boys, our client is embarking on a significant capital campaign. The Foundation is in process of entitling a parcel of land where they will build the new Abbey and Prep School.

The Executive Director reports directly to the Chair of the Board of Directors and will oversee and manage the Foundation. He/she will have an overall directive to conduct and implement a capital campaign for the construction of a new Abbey and Prep School.

- Successfully create strategy and conduct fundraising for a capital campaign, for the construction of a new Abbey and Prep School.
- Lead the development and cultivation of a strong Board of Directors, and play a lead role in developing prospects, cultivating major donors and funding sources for the capital campaign.
- Manage, monitor and oversee all financial reporting including management of budget and revenue; oversee risk management and operational management.
- A record of quantifiable success in raising funds for a capital campaign which encompasses many areas of donor segmentation, research and cultivation.
- Specific experience working with churches, religious orders; faith based settings and schools would be a significant plus.
- Demonstrated experience of managing an institution with oversight of operations and, financial and human resources.

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