

## Fr. Bernard Youth Center, Mt. Angel OR Co-Director: Development and Finance

**Position: Full Time, Exempt**

**Salary: \$50,000-\$60,000 DOE**

**Open until filled, Interviews to begin Mid-May 2017**

The Fr. Bernard Youth Center (FBYC) is shifting to an innovative shared leadership model to operate our ministry in the best possible way. The Co-Director of Development and Finance (CDF) reports to the Board of Directors, and works as an equal partner and team member with the Co-Director of Operations and Facilities (COF). Together, they are responsible for the organization's consistent achievement of its mission, spiritual objectives, and financial objectives.

The primary focus and responsibility of this position will ensure that FBYC meets or exceeds annual funding goals to support our mission of being a premier retreat center for youth and young adults. The sustainability of the necessary subsidies to operate our ministry is paramount. These are currently generated from a dedicated pool of major benefactors, other donors and an annual auction event. The secondary duty will be to ensure that financial and nonprofit operations, including records, reports, and budgets, meet all legal standings and adhere to policy. The third duty will be to ensure that programming and promotion of FBYC meet the highest standards by leadership of an exceptional staff. The position will co-lead the FBYC staff and be directly responsible for supervision of the Development Associate and coordination of the outsourced finance position.

### **Mission and Catholic Identity**

- Primary goal: bring young people into encounter with Jesus Christ
- Operate FBYC in full accordance with all of the teachings of the Catholic Church

### **Fundraising and Generating Income**

- With the help of staff, board members and volunteers, actively pursue all available funding opportunities:
  - Regular stewardship of major benefactors including visits/calls
  - Overall stewardship and growth of annual and recurring donors
  - Grant writing as appropriate to the mission
  - Increase revenue from the annual Auction event
  - Ensure existing programs are funded with subsidies, donations or are generating sustainable revenue
  - Partnership support of programs (Archdiocese, Schools, etc.)
- Develop and implement an annual fund raising plan

### **Budget and Finance**

- Work with the COF, Finance Committee, and the Board to prepare the annual budget
- Operate FBYC within budget guidelines.
- Be responsible for developing and maintaining sound financial policies and procedures
- Oversee an annual audit or financial review, all annual regulatory and tax filings

### **Leadership, Management, and Team Relations**

- Participate in or lead regular weekly and monthly times when all staff pray together in the chapel
- Provide leadership in developing strategic program, organizational, and financial plans with the Board of Directors and staff in alignment with the FBYC vision
- Assist in the recruitment, employment, and release of personnel, both paid staff and volunteers
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization
- Maintain a climate which attracts, keeps, and motivates a staff of top quality
- Manage the outsourced financial position

### **Communications & Marketing**

- Develop and maintain a solid working relationship with FBYC's partners at the Queen of Angels Monastery, Abbey, and other partners operating on the campus.
- Establish sound working relationships and cooperative arrangements with FBYC clients (e.g. parishes, schools, youth ministers, pastors, and the youth)
- Represent the programs and point of view of the organization to agencies, organizations, and the general public

### **Communications and Role with Board of Director and Co-Director of Operations and Facilities**

- Work alongside the Co-Director in a supportive role sharing decision making, problem solving and ideas for strategic growth of FBYC
- Jointly, with the president and secretary of the Board of Directors, ensure all legal duties and obligations of the organization are met
- Attend each board meeting and keep the board informed
- Provide timely and accurate financial and fundraising reports to the Board monthly

### **Desired Qualifications**

- Knowledge of the principles and practices of Catholic ecclesial life and structure, along with knowledge of church organizational and operational procedures
- Demonstrated experience in successful development planning and work, including stewardship of major donors, grant writing, annual funds and special events
- High-level knowledge of, and experience with, financial reporting and controls, as well as budgeting and cash flow projection

- Supervisory skills and general personnel and human resources knowledge and experience

**Preferred Skills**

- At least five years of experience in Resource Development and Finance
- At least five years of experience in a similar job setting, preferably with youth and young adults
- Degree or equivalent experience in Management, Administration and Supervision

Fr. Bernard Youth Center is an equal opportunity employer.