



St. Lorenz Foundation
Executive Director
Position Description

Preface: The goal of the St. Lorenz Foundation is to support the mission and ministry of St. Lorenz Lutheran Church and School. The role of the St. Lorenz Foundation Executive Director is to manage this process under the guidance of the Foundation Board of Directors.

Position Summary: The St. Lorenz Foundation Executive Director seeks to support the work and decisions of the Board of Directors. The Executive Director is to plan, direct, implement and evaluate the day-to-day operations, ensuring that all operations are carried out in accordance with the Foundation's governing documents. The Executive Director is to communicate with the church membership and to assist them in their desire to provide fiscal support to the Foundation.

Major Responsibilities:

To work collegially, responsibly, and responsively with the Board of Directors, Planned Giving and Estate Planning Committee and the Finance Committee to carry out the Foundation mission while processing requests for grants and executing grants awarded by the Board of Directors.

To plan, direct, implement and evaluate the Foundation's day-to-day operations and ensure that all operations of the Foundation are carried out in accordance with the appropriate governing documents.

To develop an operational budget, oversee the prudent fiscal management of the Foundation's funds and ensure compliance of the Foundation's 501(c)3 non-profit status.

To work with the Finance Committee and be responsible for working relationship with the Board's selected Fund Manager(s).

To meet, guide, support, and follow-up with church members as they make donations and plan future donations to the Foundation.

To meet with financial centers of influence such as financial advisors, CPAs, and estate attorneys to update them on the Foundation and contribution opportunities that exist.

To communicate clearly and consistently to donors, church leaders and members the Foundation's mission to support St. Lorenz Lutheran Church and School.

To promote and encourage gifts to the Foundation.

To serve as a liaison between the Foundation and the St. Lorenz leadership, staff, and members.

To perform other responsibilities as requested by the Board.

Experience and Background

- member of St. Lorenz Lutheran Church (or willing to become a member) with an understanding of our heritage, mission, values, and vision of our congregation.
- strong interpersonal and communication skills.
- respect the privacy and confidentiality of information and the integrity of the position.
- ability to manage accounting and financial duties.
- positive track record of leading and building organizational and management support.
- strategic visionary with the ability to see the big picture, trends, and opportunities.
- good business experience and analytical ability.
- experienced in working within a board structure.

Reporting:

The Executive Director reports directly to the Foundation Board of Directors.

Annual Performance Review:

The Foundation President and Vice President will conduct an annual performance review and report same to the Foundation Board of Directors.

Time Requirements:

This is a part time position averaging 20-25 hours a week. Meeting preparation times as well as grant distribution cycles may require additional hours.

Compensation:

The Board of Directors shall establish a competitive salary.

Submitted draft – 14Feb24.