

Executive Director

Thea Bowman Black Catholic Education Foundation

25 February 2019

Expand and sustain opportunities for college education at Catholic institutions

If you are inspired by the vision of Sister Thea Bowman and demonstrate a leadership style that is both entrepreneurial and collaborative, consider the possibilities of how you can carry forward the mission of the Thea Bowman Black Catholic Education Foundation.

If you are an innovator with a high regard to the accomplishments of your predecessors, serving as Executive Director of the Thea Bowman Foundation will benefit from your strategic approach to significantly increasing the resources necessary to sustain and expand the Foundation's transformative programs serving African-American scholars since 1989.

About the Thea Bowman Black Catholic Education Foundation

Background: Named for Sister Thea Bowman, FSPA the Foundation is a non-profit organization, founded in 1989, dedicated to providing access to Catholic institutions of higher education for underserved African-American students, Catholic or non-Catholic, whose families are at or below the poverty line.

In the years since its founding in 1989, the Foundation has provided partial scholarships to more than 250 students. Currently the Foundation is supporting 20 students. The scholarships contribute to funding up to four years of academic studies at one of the partnering Catholic colleges or universities who match the funds provided by the Foundation. Our current partners are DePaul University, Dominican University, Loyola University Chicago, Duquesne University, The Catholic University, Assumption College, University of Saint Mary Leavenworth, and St. Francis University Loretto.

The Foundation does not merely provide financial support for its students, but also engages in mentorship of the recipients, provides spiritual formation as an essential component of the program, and guidance for internships and post-graduation opportunities.

Key Traits

Must-haves include

- An ability and proven track record to fundraise \$350,000 - \$500,000 annually based on annual budgets
- An ability to identify, cultivate and solicit major and planned gifts, and relationships with foundations, corporations, individuals and community organizations
- An ability to research and write compelling high quality grant proposals
- An ability to plan, coordinate, and execute fundraising events
- An unwavering passion for underserved African American youth to succeed through Catholic Higher Education.
- An ability to connect with African American students to create supports that strengthen the relationships with school staff to increase students' sense of belonging to the school that lead to increased academic achievement.
- An ability to engage with partner college and university presidents, key faculty and staff in the mission of the Foundation
- An approach to leveraging the assets of the Board to enrich the talent pool and to expand networking opportunities for reaching new donors and schools
- A willingness to travel to serve as an advocate and mentor for current Sr. Thea Bowman scholars and to sustain relationships with donors and decision-makers at partner institutions of higher education
- An ability to articulate and share, succinctly and persuasively in oral and written communication, the message of the Foundation as a public speaker, who can interact with diverse audiences, and in one-on-one meetings with key influencers
- A working experience with a nonprofit organization

Position Summary - Executive Director

The Executive Director reports to the Board of Directors.

The board of the Foundation is seeking a dynamic leader to work collaboratively with the board, students, partner Catholic institutions of higher education, donors and other constituents in building the next phase of the organization's history. The ideal Executive Director must be committed to and have an understanding of the mission of Catholic higher education, value the importance of the liberal arts and the Catholic intellectual tradition, appreciate the centrality of faith in the formation of young people, and demonstrate a commitment to social justice as well as the growth and development of the students the Foundation is dedicated to serving.

The Executive Director is responsible for leading and managing the organization's operational, fiscal, administrative, programmatic and strategic functions in compliance with the Foundation's mission, goals and objectives. The Executive Director has day-to-day responsibility for leading and overseeing the four core components that are equally fundamental to the work of the Foundation • *Fundraising* • *Mentoring* • *Educational Programs* • *Spiritual Formation*. The Executive Director will be the organization's spokesperson and must possess the ability to initiate and establish effective communication and cooperative working relationships with a diverse array of individuals and institutions.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The responsibilities listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Master's Degree or equivalent; or three to five years related experience and/or training; or equivalent combination of education and experience.

Base Pay

Interested candidates should send a resume and a detailed cover letter that includes why they are interested, how they are qualified, and salary history, as well as a list of 5 references to theabowmanfoundation@gmail.com. Only email applications will be accepted.

Executive Director will be responsible for:

OPERATIONAL MANAGEMENT - Manage the day-to-day operations including outreach, finance and consultants' work

- Develop and implement plans and initiatives that promote the mission and ideals of the Foundation
- Develop and maintain effective systems to track and evaluate progress
- Provide clear and concise reports to the Board regarding fiscal health, program assessment, evaluation, effectiveness and related issues

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FUNDRAISING - Cultivate new donors and sustain engagement with current donors.

- Act as the chief fundraising officer pursuing grants and gifts from donors to support the Foundation's annual budget.
- Plan and execute annual Scholarship Dinner Fundraisers in Chicago, Pittsburgh and Washington DC
- Examine the possibilities for current donors and partner institutions to consider increasing their support for specific opportunities

COMMUNICATIONS & OUTREACH (Internal and External) actively engage and energize all constituents—board, donors, university decision-makers, students—important to the success of the Foundation's mission.

- Establish and maintain a collaborative and open relationship with the Board and other stakeholders, including a brief written update on a monthly basis about achievements
- Work with current Foundation Executive Director to safeguard established relationships in all sectors
- Maintain regular contact and cultivate relationships with the participating institutions of higher education, campus administrators i.e. undergraduate admissions, financial aid, bursar, registrar, counselors and others
- Professionally represent the Foundation's interests in external forums serving as the organization's spokesperson
- Produce and implement earned media and social media campaigns to call attention to the vision of Sr. Thea Bowman and the accomplishment of Bowman scholars

MENTORING & EDUCATIONAL PROGRAMING - Confer with scholars, parents/guardians, teachers, administrators and other professionals to discuss the scholars' progress, resolve academic, personal and other problems, and establish priorities for students and resources they need.

- Develop authentic relationship with each Thea Bowman Scholar
- Demonstrate a keen awareness and understanding of the African-American experience
- Act as a resource to the students in program advising and assisting with course selection, resources and financial assistance
- Oversee the development and administration of a Catholic African-American academic program that will provide support throughout the academic year

SPIRITUAL FORMATION - Knowledge of and commitment to Catholic teachings and the Catholic intellectual tradition.

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- Demonstrate understanding, respect and support for Catholic Church teaching, mission and value, in particular the Catholic intellectual tradition
- Oversee the development of a spiritual formation program grounded in African-American spirituality that will support the students in their faith formation.