



# Carmel Mission Foundation Executive Director Position Description

## **The Carmel Mission**

Established in 1771 by Junípero Serra, the Carmel Mission (Mission San Carlos Borroméo del Río Carmelo) is the second of nine missions established by Serra before his death in 1784 and served as the first headquarters for the California Mission System. Eventually numbering 21, the missions became the stage on which unfolded dramatic change for indigenous peoples, the end of the Spanish Empire in North America with the Mexican War for Independence, westward expansion of the United States, the Mexican-American War, and formation of the modern State of California – in a short span of some 80 years.

The Carmel Mission remains the repository of generations of culture and history among its 12 historic structures, California's first library with books dating to 1511, and 1,500-plus artifacts in five museums located on the 22-acre campus. It is the burial site of St. Junípero Serra, canonized by Pope Francis in 2015, and a final resting place of countless souls whose lives are forever intertwined with this place.

After falling to near complete destruction, the Carmel Mission rose again thanks to restoration efforts in the late 19<sup>th</sup> and 20<sup>th</sup> centuries, particularly those of the legendary Harry Downey over the course of 50 years beginning in the early 1930s. But time, exposure, and intermittent funding continually take their toll.

The Carmel Mission Foundation was founded in 2008 to raise capital improvement funds needed to save and restore the Carmel Mission's historic structures, art, and artifacts and preserve their accessibility for future generations. Thanks to generous donors, the Preservation Team completed the \$5.5 million award-winning Basilica restoration and seismic retrofit in 2013, followed by the \$2.0 million renovation of the Mission Quadrangle in 2016, though much restoration work remains to be done.

## **Executive Director Position Summary**

Working in conjunction with the Board of Directors and Foundation staff, the Executive Director is responsible for developing fundraising goals and strategies aligned with Board- and Parish-approved restoration priorities. The Executive Director is the principal marketing and communications voice of the Foundation, and as such guardian of the image and integrity of the Foundation's relationship with the Parish, Diocese of Monterey, local, national, and international communities. The Executive Director is responsible for formulation and monitoring of annual budgets as well as the daily operations of the Carmel Mission Foundation office and supervision of staff members and volunteers.

## **Qualifications**

In addition to demonstrating a passion for the Foundation's mission, the successful candidate must be a highly motivated self-starter, open minded and creative, with proven organizational, management, and human resources skills. He or she must be a curious, lifelong learner committed to developing a deep understanding and appreciation of the cultures and history that unfolded in around the Carmel Mission.

The candidate will possess a BA degree in business, marketing, communications or equivalent with an MBA a plus; a minimum of five years experience in successfully leading multi-million dollar profit or nonprofit organizations, with historic capital restoration projects experience a plus; demonstrated success in leading nonprofit fundraising efforts; experience in interfacing with donors and donor organizations, and excellent oral and written communication skills with ability to communicate effectively and persuasively.

Aptitude and experience in the use of the Internet and social media to extend fundraising reach beyond the local geographic area and traditional demographics are essential.

## **Key Position Duties & Responsibilities**

### **1. Operations (20%)**

- Work effectively with the Board of Directors in development of Foundation goals, projects, and fundraising strategies. Keep the Board informed of material events.
- Effectively manage Foundation staff, volunteers, and consultants, presently consisting of a full-time Operations Manager, an Executive Assistant, and part-time volunteers.
- Maintain official records and documents, ensuring compliance with federal, state, and local regulations and reporting requirements.
- Represent the Board's interests as a member of the Preservation Team, guiding project cost estimation and scheduling that is least disruptive to Parish and Diocese activities and closely coordinated with fundraising goals and cash flow.
- Conduct Board and committee meetings and build Board capacity by recruiting Directors with diverse interests and skills that add value to the Foundation in fundraising, promotion, preservation (of structures, art, artifacts), and operations.

### **2. Communications (10%)**

- Build and maintain positive relationships with the Parish, Diocese, community at large and media outlets so that Foundation initiatives may enjoy broad, sustained support.
- Build consensus for Foundation initiatives among Parish and Diocese administrations, as well as associated ministries and community events that may be impacted.

### **3. Promotion and Fundraising (60%)**

- In conjunction with the Board, establish periodic fundraising goals and timelines.
- Propose to the Board detailed strategies for achieving fundraising goals and timelines.
- Build a donor database, including strategies for honing the database, so that maximum potential for donation growth may be realized.
- Propose for Board approval donor recognition options that are aligned with fundraising goals and timelines.
- Strategize with the Board to pursue significant foundation and individual/family donation targets.
- Implement a media strategy including periodic publications and mailings, website development and refresh, membership programs, and the like designed to keep Foundation initiatives at the forefront in donors' minds.

### **4. Finance (10%)**

- Develop annual operating and project budgets, manage cash, and oversee ongoing financial processes at the highest levels of skill and integrity.
- Effectively manage the monthly financial process, operating within Board-approved annual budgets, and adjustments thereto, as fundraising may require.
- Implement sound financial and record keeping processes along with periodic internal reviews of

finances as well as outside audits, preparation of tax returns, and other required filings.

- Effectively manage the grant process to the Parish so that funds granted are timely, appropriately used, and accounted for.

**Contact:**

*This retained search is managed by Mary Law of Armanino, the largest California based CPA and consulting firm. We work with over 700 nonprofits and private schools, and we are the Bay Area nonprofit executive search leader. Please submit your resume to:*

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