

## **Executive Director**

### **Lutheran Foundation of the Southwest, Austin, TX**

**POSITION SUMMARY:** The executive director of the Lutheran Foundation of the Southwest is responsible for the coordination and advancement of a comprehensive program of planned giving and a management service for Lutherans residing in Texas in order to benefit the ministries of the foundation's sponsoring organizations.

#### **PRINCIPAL ACCOUNTABILITIES:**

- Working with the board of trustees, develops a strategic planning process for the foundation.
- Plans programs and sets marketing strategy according to the strategic plan in order to increase financial support for the work and ministry of the foundation's sponsoring organizations.
- Facilitates the process of identifying prospective clients and maintaining relationships with planned gift donors.
- Translates the unique aspects of the foundation's value proposition into a relevant, competitive advantage for the benefit of the foundation's clients and to lead the foundation on a successful path to achieve its long-term goals.
- Builds and maintains strong relationships with the foundation's sponsoring organizations, including their chief executive officers and development staffs, in order to have a working knowledge of their individual ministry and financial needs.
- Develops and maintains a network of competent planned giving and estate planning resource persons: attorneys/CPAs and other allied professional advisors.
- Maintains relationships with professional associations for personal growth and effectiveness.
- Provides team leadership and supervision to expand the work of the foundation and insure efficient office operations.

#### **QUALIFICATIONS:**

- Commitment to the mission of the foundation's sponsoring organizations and to serving clients who desire to support the sponsoring organizations' ministries through major outright and planned gifts.
- Commitment to Christian stewardship.
- Ability to lead strategic planning and cast a vision for the foundation.
- Preference for a member of a congregation of the Evangelical Lutheran Church in America
- Significant experience in development, planned giving, marketing, public relations or related activities. Specific experience will include a track record of general management operating experience with financial competence.
- Excellent communication skills, both oral and written, in one-to-one and group settings.
- Willingness to travel and work outside the office on a regular basis to develop new clients and work with sponsoring organizations.
- Capacity to develop annual budgets that will support the foundation's mission and work.
- Demonstrated ability to grow the value of the foundation's permanent operating endowment fund.

- Demonstrated ability to function as a cooperative member of a team, including collaborative skills and relationship building.
- Be a self-starter who relates well with others, able to initiate and follow through with successful planned giving educational, promotional and follow-up strategies that display creativity and imagination resulting in planned gifts for the sponsoring organizations of the foundation.
- Maintain and enhance a positive relationship with the board of trustees, including assisting the board in growing in its trustee capacity and responsibility for the foundation.

## **PERSONAL CHARACTERISTICS**

- Impeccable Character, Values and Integrity: Grounded in the Christian faith with a demonstrated history of putting the needs of others ahead of his/her personal accomplishments. Support total transparency in all aspects of foundation operations.
- Strong Communications and Listening Skills: Has an ease of communicating easily in both large and small groups and draws people into the conversation as an equal. Demonstrates good listening skills and the ability to process multiple, complex positions before responding.
- Comfort with Other People's Money: This will include not only prospecting and asking for prospective clients to trust their estate to the foundation, but also fund-raising to accomplish the foundation's mission. Demonstrated history of raising money to support a mission.
- Know Thy Self: Has an accurate understanding of their professional and personal strengths and weaknesses and demonstrates a self-confident leadership style that utilizes those strengths to compensate for the weaknesses in a non-threatening fashion.
- Strategic Agility: Capable of dealing with ambiguity and changes in priorities, seeing it as an opportunity to develop creative solutions that advance the foundation's mission.

## **COMPENSATION AND BENEFITS**

- Salary is competitive and commensurate with experience. Please include salary history and requirements in cover letter.
- Health, dental & vision coverage, 401k, short-term and long-term disability insurance, life insurance
- Paid vacation, sick, and holiday leave

## **HOW TO APPLY**

LFSW has engaged Eskridge & Associates to assist in this hire. Applicants should email a cover letter and resume to Bob Eskridge at [bob@eskridgeconsulting.com](mailto:bob@eskridgeconsulting.com) with the subject line "Lutheran Foundation of the Southwest." Documents should be emailed in .doc, rtf or .pdf format and include your last name in the title of each document (e.g., SmithResume, SmithCover, etc.). Cover letters are required as they will be evaluated as a writing sample; resumes without a cover letter will not be considered. Interested candidates should apply no later than Jan 15, 2012 by 5pm CST. Questions can be directed to Bob Eskridge at [bob@eskridgeassociates.com](mailto:bob@eskridgeassociates.com)

Lutheran Foundation of the Southwest is an equal opportunity employer.