



Catholic Community
FOUNDATION
OF MINNESOTA



ASSOCIATE VICE PRESIDENT OF PHILANTHROPIC SERVICES

Applications will be accepted until July 16, 2026.
All applicants must [apply online here](#).

PRESENTED BY

ballinger | leafblad

Catholic Community Foundation of Minnesota

Associate Vice President of Philanthropic Services

Ballinger | Leafblad is pleased to partner with the [Catholic Community Foundation of Minnesota](#) (CCF) on the search for its Associate Vice President of Philanthropic Services. Based in St. Paul, CCF stewards more than \$840 million in charitable assets and advances faith-aligned generosity through trusted relationships and long-term stewardship. This newly created role reflects the organization’s continued growth and will sit at the center of donor engagement and technical expertise, guiding individuals and professional advisors in structuring strategies for charitable giving that vary in complexity and may include multiple generations. The AVP will manage a portfolio of relationships, oversee a team of philanthropic advisors, and lead engagement with professional advisors, ensuring thoughtful strategy and strong execution across CCF’s philanthropic work.



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OVERVIEW

The Catholic Community Foundation of Minnesota (CCF) occupies a distinctive place at the intersection of faith and philanthropy. With a mission guided by Catholic social teaching, CCF brings together donors, parishes, schools, and ministries to support the spiritual, educational, and social needs of our Catholic community.

Founded in 1992 through a bold act of collaboration between clergy and lay leaders, CCF was created as a separate legal entity from the Archdiocese to ensure transparent, mission-aligned stewardship of Catholic philanthropy. Its earliest champions rallied more than 100 families to invest in CCF's founding.

These early donors helped seed what would become an organization dedicated to listening deeply to community needs, honoring donor intent, and building long-term partnerships that reflect shared values. CCF's impact is both wide-ranging and deeply personal. Through thoughtful grantmaking, endowment-building, and initiatives like the Preparing for Heaven program and the Parish Vitality Initiative, CCF supports the evolving needs of Catholic institutions while also guiding individuals and families in aligning their giving with their faith.



AT-A-GLANCE

About the Team

- 22 staff
- 27 board members

Mission

To support financially the spiritual, educational, and social needs of our Catholic community.

\$45M+

Granted

\$840M+

In Assets

\$173M+

Testimony Intentions

4,600+

Grants

1,300+

Funds Managed

\$5M

Operating Budget

We believe our mission is sacred. It's a faithful, generous response to the many blessings we've received. Through our mission, we invite our Catholic community to walk spiritual ground, doing service that's profound, compassionate, and perpetual.



Together, with our donors and partners, we hold an unshakable belief in the future of a thriving Catholic community.

ASSOCIATE VICE PRESIDENT OF PHILANTHROPIC SERVICES

SUMMARY

This position sits at the intersection of relationship management and technical expertise. The AVP partners closely with donors and their advisors to design, structure, and implement charitable strategies that reflect both philanthropic intent and financial realities. The role requires a strong understanding of complex gifts, planned giving vehicles, and the legal and tax considerations that inform long-term philanthropy. Equally important, this leader brings a deeply relational approach to the work—building trust over time, guiding donors through significant and often personal decisions, and creating space for meaningful conversations about values, faith, and legacy that distinguish CCF’s approach to philanthropy.

This leader serves as a key bridge across donors, professional advisors, and internal teams, ensuring that philanthropic strategies are both well-conceived and well-executed.

MANAGEMENT RESPONSIBILITIES

- Reports to: Vice President of Philanthropy & Stewardship
- Direct Reports: Philanthropic Advisors (2)

DESIRED QUALIFICATIONS, SKILLS, & KNOWLEDGE

- 7+ years of experience in estate planning, charitable planning, wealth management, or a related field.
- Experience working with high-net-worth individuals, complex financial structures, and donor portfolio management.
- Background in law (JD), estate planning, or a similarly technical discipline strongly preferred.
- Appreciation for and ability to work within a Catholic, values-based organization, including sensitivity to faith-aligned donor intent and institutional context.

TECHNICAL EXPERTISE

- Strong understanding of planned giving vehicles and charitable fund structures.
- Ability to interpret legal documents and assess implications for charitable gifts.
- Familiarity with tax considerations and financial strategies related to philanthropy.



KEY RESPONSIBILITIES

DONOR ADVISORY & PORTFOLIO LEADERSHIP

- Manage a portfolio of donor relationships representing significant charitable assets, typically ranging from \$1M to \$50M+ per relationship, including complex, multi-million-dollar commitments and long-term legacy and planned gifts.
- Guide donors through charitable strategies that align with their financial, tax, and legacy goals.
- Support multi-generational philanthropy and long-term stewardship of charitable funds.
- Serve as a resource to institutional partners and internal colleagues on complex charitable planning and gift structuring.

COMPLEX GIFT STRATEGY & EXECUTION

- Lead strategy and execution for complex gifts, including closely held business interests, real estate, and alternative assets.
- Review and interpret gift agreements, estate documents, and fund structures.
- Coordinate across internal teams to ensure accurate and efficient execution of gifts.

PROFESSIONAL ADVISOR ENGAGEMENT

- Build and sustain relationships with attorneys, wealth managers, accountants, and other advisors.
- Partner with advisors to develop charitable strategies for shared clients.
- Serve as a credible and knowledgeable resource in conversations involving estate planning and tax considerations.

TEAM LEADERSHIP & DEVELOPMENT

- Provide guidance and oversight to Philanthropic Advisors.
- Support consistency and quality in donor service and advisory work.
- Contribute to team development and knowledge sharing.

SYSTEMS & OPERATIONAL COORDINATION

- Navigate CRM and financial systems to support donor and fund management.
- Ensure accurate documentation and alignment across systems and teams.
- Contribute to improving processes related to complex gift tracking and execution.

THE IDEAL CANDIDATE

Alignment with mission and values: Brings an appreciation for Catholic social teaching and the role faith plays in shaping generosity, with the ability to engage donors in values-based conversations.

Relational presence: Builds trust quickly and sustains it over time, creating an environment where donors feel comfortable navigating deeply personal conversations about values, faith, and legacy.

Donor-centered mindset: Approaches philanthropy through the lens of service, guiding individuals and families through significant decisions with care, patience, and respect for their timing and intent.

Technical fluency: Demonstrates a solid understanding of complex gifts, planned giving vehicles, and the legal and tax considerations that shape charitable strategies.

Business development orientation: Actively grows relationships and expands networks, with the initiative and confidence to engage and build a strong community of professional advisors and referral partners.

Analytical and legal orientation: Reads and interprets agreements, estate documents, and fund structures with confidence, bringing a thoughtful and detail-oriented approach to complex situations.

Professional advisor engagement: Builds credibility with attorneys, wealth managers, and financial planners, and partners effectively to support shared clients and philanthropic goals.

Growth mindset: Demonstrates curiosity and drive to deepen expertise, build new connections, and evolve alongside a growing organization and donor base.

Project management discipline: Coordinates across internal teams and external partners to ensure complex gifts are executed accurately and efficiently from start to finish.

Systems awareness: Navigates CRM and financial systems with care, ensuring strong documentation and alignment while adapting to evolving tools and processes.

Collaborative leadership: Provides guidance and support to team members, contributing to consistency, learning, and a high standard of donor service.

WHY THIS ROLE WAS CREATED

This is a newly created role at the Catholic Community Foundation of Minnesota, established in response to the organization's significant growth over the past few years and the increasing complexity of its philanthropic work. As CCF has expanded its assets, donor base, and engagement with both individuals and institutions, the need for dedicated leadership focused on complex gift strategy and professional advisor engagement has become more pronounced.

Additionally, in January 2026, [Chris Nelson](#) stepped into the role of President, bringing with him deep experience in donor development, complex gifts, and portfolio management. This position reflects a thoughtful evolution of that work, ensuring that CCF continues to grow in its offer of relational, values-driven service while also strengthening its technical expertise. The Associate Vice President of Philanthropic Services will play a central role in stewarding complex and high-value donor relationships, supporting and guiding a team of philanthropic advisors, and building stronger connections with professional advisors. Working closely with the Vice President of Philanthropy & Stewardship and the President, this leader will help ensure that CCF is well-positioned to sustain its growth and deepen its impact for years to come.





Compensation

The salary range for this position is:
\$135,000 – \$150,000.

Compensation includes participation in a comprehensive benefits package, including:

- 403(b) retirement plan with employer match and discretionary contributions
- Employer-subsidized medical, dental, and disability coverage
- Fully-paid life insurance and access to additional voluntary benefits
- Generous paid time off plus 11 paid holidays
- Flexible spending accounts, Calm app access, and flexible schedule on Fridays in the summer

Hours & Travel

The position requires flexible work hours, including some evenings and weekends for donor events, community engagement, and partner meetings. This is not a remote role.

To Apply

All applicants must [apply online here](#).

To apply, a resume and cover letter are required for consideration.

We strive for a transparent and supportive process, starting with an initial review of applications, followed by exploratory conversations with qualified candidates, in-depth interviews, and open communication throughout. There will be an immediate and ongoing review of candidates, so we encourage and appreciate early applications. All inquiries will remain confidential.

For more details or questions, inquiries may also be directed to Jen Hanlon Ash, jen@ballingerleafblad.com or Jamie Millard, jamie@ballingerleafblad.com.

Applications will be accepted until July 16, 2026 at noon CST. Review of materials begins immediately.

We encourage early application.

Ballinger | Leafblad Search Team

Our collaborative search model is led by partners who bring expertise across recruitment strategy, engagement, communications, and project management, ensuring a comprehensive and relationship-focused approach to finding the right leader.



Jen Hanlon Ash

Partner



Jamie Millard

Managing Partner



ABOUT BALLINGER | LEAFBLAD

Founded in 2014, Ballinger | Leafblad is a civic-focused executive search firm driven by a passion for strengthening leadership in mission-driven organizations. Rooted in partnership and a deep connection to the communities we serve, we specialize in matching organizations with exceptional leaders who align with their values and vision. Our approach is relationship-centered and designed to foster meaningful, long-term impact.

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