

EXECUTIVE ASSISTANT (05.10.22)



Catholic Community
FOUNDATION
OF MINNESOTA

Position Profile

Executive Assistant

Full time (approximately 40 hours/week)



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FOUNDATION
OF MINNESOTA**

Fast Facts

Location

Saint Paul

Service Area

State of Minnesota with primary focus on the Twin Cities metro area

Staff

19 staff members

For the year ending JUN. 30, 2021:

\$510 million in assets

\$17.3 million in grants distributed

1,114 total funds

\$207 million granted since inception

Board of Directors

The Catholic Community Foundation is guided by a board of directors drawn from the ranks of Fortune 500 companies, major financial institutions, Catholic universities and the Federal Reserve. The Board comprises 25 members.

For more information, please visit

<https://www.ccf-mn.org/>

Mission

Mission

Our mission is to support financially the spiritual, educational, and social needs of our Catholic community.

We fulfill this mission by:

- Helping donors achieve their charitable and financial goals.
- Helping Catholic parishes, schools and organizations meet their long-term financial needs.
- Performing sophisticated financial transactions to raise funds for charitable purposes.
- Distributing earnings according to donor intent and community priorities.
- Seeking endowment funds to sustain our mission.

“We are not Catholic Charities. We don’t house and feed people. We provide funding in perpetuity for those who do.”

- Anne Cullen Miller, President

CCF at a Glance



THE ORGANIZATION

A community foundation is a public charity established to serve specific charitable interests for a designated purpose or in a designated geographical region. The Catholic Community Foundation of Minnesota (CCF) serves the spiritual, educational, and social needs of Minnesota's Catholic community.

CCF accepts and invests both donor and institutional assets. These assets are invested and then yield grants. CCF's grantmaking includes grants advised by fundholders and their families as well as annual distributions from institutional endowments created to serve organizations in perpetuity. While donor constituents have largely been metro-centric, institutional funds from other dioceses are part of this asset base.

Beneficiaries of grants are nonprofit organizations whose missions serve our communities across a spectrum of nonprofits — both faith-based and secular. CCF screens all grant beneficiaries — regardless of religious affiliation — to verify their tax status; financial management practices, accountability and transparency; and consistency of organizational mission and work with Catholic social teaching.

CCF collects, grows, and distributes funds on behalf of its individual and institutional donors. Their gifts and unrestricted dollars of The Legacy Fund sustain many of the programs that serve our communities. As a community foundation, CCF provides targeted financial support that enables organizations to serve the spiritual, educational, and social needs of the community in perpetuity.

INVESTMENT PHILOSOPHY: EFFICIENT, TRANSPARENT, & SOCIALLY RESPONSIBLE

1. With \$510 million in assets, CCF manages some of the most sophisticated financial transactions in the charitable realm — while investing in a faith-aligned manner.
2. CCF balances the need to maximize total financial return over the long term, taking into account an appropriate amount of risk, with the need to invest according to our faith.
3. CCF operates professionally and transparently. While past performance is no guarantee of future results, its 990s, audited financial statements, and annual reports demonstrate expertise at achieving that balance.



GRANT RECIPIENTS

Over 700 organizations receive grants from Catholic Community Foundation and its donors. Below are just a few of the many grant recipients.

American Red

Cross Banyan

Community

Catholic Charities

Catholic Relief

Services

Cradle of Hope

*Cristo Rey Jesuit High School – Twin
Cities*

Guthrie Theater Foundation

Jeremiah Program

Loaves and Fishes

Minneapolis Institute of Arts

*Minnesota Children's
Museum*

NET Ministries

Relevant Radio

Sharing and Caring Hands

Saint Paul Chamber Orchestra

Saint Paul's Outreach

Saint Paul Seminary

Second Harvest Hartland

Union Gospel Mission

YMCA of the Greater Twin Cities

Hundreds of Catholic parishes and schools



Primary Objective of This Position

To perform administrative, organizational, and support services for the President, the Board of Directors, and its committees.

Position Content

A. MAJOR POSITION RESPONSIBILITIES

- I. Executive Support – 50%
 - Assist President with details associated with Foundation business, including scheduling and communications.
- II. Board/Committees – 30%
 - Provide administrative support to Board of Directors and all committees, including meeting attendance, preparation of agendas and minutes, and follow up as needed.
- III. Event Management/Presentations – 10%
 - Oversee the planning and implementation of events primarily related to board, former board, and committee activities.
- IV. Special Projects as Assigned – 10%
 - These projects generally relate to strategic planning, research, constituent outreach, and other priorities involved within the office of the President.
- V. HR Support and Backup to Donor Operations Manager
 - Assist VP of Finance & Administration with HR projects as needed.
 - Provide backup support for Donor Operations Manager and Donor Support Specialist if needed.

B. REGULAR ACTIVITIES

- I. Executive Support - Assist President with all aspects of Foundation business:
 - Oversee all scheduling of appointments and manage daily calendar. Set recurring meetings with key staff, board, and Archdiocese leadership as directed.
 - Oversee preparation for all appointments and meetings (e.g., agenda, hospitality, research, presentations. Schedule any sessions needed to prepare for appointments).
 - Manage activities and projects in which the President is involved, keeping her informed of project status, next action steps, and timelines.
 - Interact with key CCF constituents on behalf of the President.
 - Manage President's correspondence and filing, ensuring clarity, accuracy, sensitivity, and confidentiality of all communication undertaken on behalf of the President.
 - Serve as gatekeeper – interface with Board and staff members, schedule times for individual staff to meet with President rather than interrupt workflow.

- Meet regularly with President to understand her goals and initiatives, as well as to update her on status of in-progress and upcoming activities and projects.
- II. Board/Committees – Provide administrative support to the Board of Directors and all of its committees:
- Key staff liaison, along with President, to the CCF Board of Directors with special attention to Executive, Strategic Planning, and Governance Committees.
 - Oversee preparation for all Board and committee meetings (e.g., scheduling, agenda, confirmation of quorum attendance, hospitality, PowerPoint presentations as needed).
 - Work with CCF executive leadership team to create and publish quarterly Board reports and committee materials via the Board portal, serving as primary Board liaison for the portal.
 - Communicate with Board and committee members as needed between meetings.
 - Attend assigned Board and committee meetings and prepare concise and accurate minutes, in accordance with corporate record best practices.
 - Track all Board and committee action items for follow up and discuss with President to determine next actions.
 - Oversee and maintain corporate record of all Board and committee actions.
 - Other duties as assigned.
- III. Event Management – Oversee the planning and implementation of board related events.
- IV. Presentations – Prepare presentations for Board and other events where CCF President has responsibilities.
- V. HR Support and Backup to Donor Operations Manager:
- Partner with VP of Finance and Administration on Performance Review Coordination and assist with other HR projects as they arise
 - Backup Donor Operations Manager and Donor Support Specialist overseeing any office equipment or vendor service that requires urgent attention when both staff are unavailable.
- C. SKILLS, KNOWLEDGE &/OR ABILITIES
- 4-year degree preferred
 - Affinity for the mission of the Foundation, which is to support financially the spiritual, educational, and social needs of the Catholic community
 - Emotionally intelligent, flexible, adaptable, able to gracefully handle changing calendars and shifting priorities
 - Ability to work in an atmosphere of ambiguity and move forward confidently
 - Diplomatic and candid, with high standards of integrity
 - Commitment to support and enhance the team spirit that flourishes amongst the staff

- Proactive, takes initiative, able to anticipate what needs to be done and make recommendations to the President
- Excellent time and project management skills
- Ability to find and suggest creative solutions to problems that arise
- Ability to work collaboratively as well as independently, with minimal instruction and guidance
- Proficient with Microsoft Office (Word, Excel, PowerPoint). Experience with MS Publisher and/or Photoshop desired
- High energy to keep up with fast-paced environment
- Friendly, with an outgoing manner

TO APPLY

Submit cover letter, resume, and two professional references to Anne Cullen Miller at millera@ccf-mn.org. The position will remain open until filled. All inquiries and applications will remain confidential, and professional references will not be contacted until later in the search process.

The Catholic Community Foundation of Minnesota is an equal opportunity employer.