

SACRED HEART CULTURAL CENTER

CEO/President Position

Available: Spring 2018

Sacred Heart Cultural Center (SHCC) seeks a Chief Executive Officer to serve as managing director of corporate operations. Must have previous management experience and proven track record for effective team management; fundraising and results-driven leadership required.

- The Chief Executive Officer reports to the Board of Directors
- Collaborates with the Board Chairman and Treasurer to prepare annual budgets, and keeps Board members informed on budgetary and financial operations
- Supports the Volunteer Guild of Sacred Heart and the staff in keeping with the vision established by the Board of Directors
- Responsible for growing membership, strengthening its financial base and ensuring its sustainability
- Cultivates and solicits gifts from private and corporate foundations
- Strives to improve existing fundraisers and to establish new fundraising avenues
- Actively participates in planning, execution and staffing of all Sacred Heart events
- Serves as SHCC representative at community events, networking with for-profit and non-profit business and civic leaders
- Maintains the Great Hall and the Rectory as income producing entities
- Oversees use, maintenance and repair of facility and surrounding grounds
- Manages all staff, establishing duties and goals for each staff member

Preferred Skills

- College degree and experience in non-profit management and fundraising
- Strong interpersonal, organizational, analytical, leadership and public relation skills
- Excellent presentation and public speaking skills and ability to work well with the public
- Knowledge of database management, word processing, spreadsheets, internet navigation and email systems
- Proficiency in Microsoft Office and professional accounting software Quickbooks

