



Our Vision

A Catholic Foundation
Worthy of Your Support...
Helping to Build Our Faith, Our Future!

Job Posting - Executive Director

Job Title: Executive Director, St. Peter's Seminary Foundation
Location: 1040 Waterloo Street, London, ON N6A 3Y1
Reports To: Board of Directors
Salary Range: \$90K to \$120K plus benefits
(Initial salary placement within the range is based on experience, with opportunities for increases tied to meeting or exceeding performance goals.)

Position Type:

Full-time, primarily on-site role with a 40-hour work week. Flexibility is required for occasional evenings, weekends, travel, and remote work to support events, meetings, and operational needs.

St. Peter's Seminary Foundation seeks a visionary leader with the following qualifications:

- 5+ years of executive leadership experience, preferably in a faith-based organization, with proven change management skills.
- Expertise in managing operations, fundraising, donor relations and strategic planning in a complex, fast-paced environment.
- Track record of exceeding ambitious goals through data-driven strategies to ensure ongoing success.
- A collaborative leader, skilled in board relations and working with volunteers, faculty, staff, alumni and donors, fostering excellence and mentorship.
- A commitment to ethical, mission-driven leadership that demonstrates diplomacy while prioritizing the needs of donors.

Position Overview

The Executive Director (ED) reports to the Board of Directors and oversees the Foundation's fundraising efforts as its chief executive. The ED provides strategic vision, operational oversight, and donor engagement, securing major, principal, and legacy gifts. In collaboration with the Board, Seminary leaders, donors, and volunteers, the ED advances the Foundation's mission to support St. Peter's Seminary.

About St. Peter's Seminary Foundation

A charitable organization that supports St. Peter's Seminary, a Catholic institution founded in 1912, in forming future priests, deacons, and lay leaders through theological education. The Foundation provides critical funding for students, faculty, and facilities, ensuring the Seminary's mission



endures. Graduates serve as clergy, educators, and spiritual leaders, enriching the Church and communities through faith and service.

Key Responsibilities

Operational Leadership

- Oversee day-to-day operations of the Foundation to ensure continuity of services and adherence to organizational policies and procedures.

Board Collaboration

- Collaborate with the Board of Directors to develop a strategic plan along with annual and long-term goals.
- Ensure that all policies and procedures are up-to-date and reviewed each year.
- Ensure prompt and accurate reporting of Foundation financials and operational issues to the Board of Directors.
- Support the Board of Directors with administrative requirements, including offering insights on the nomination process for prospective new members.

Strategic Leadership & Fundraising

- Create and implement annual plans and strategies to surpass fundraising goals, including major gifts, annual campaigns, legacy giving, grants, and events.
- Emphasize a principal and major gift fundraising program by actively identifying, engaging, cultivating, soliciting, and offering meaningful stewardship to current and prospective donors.
- Support Board members and fundraising volunteers by providing strategic advice and tactical assistance in securing major gifts.
- Develop and oversee fundraising campaigns for facility preservation, scholarships, and various program initiatives.

Donor & Community Engagement

- Serve as the primary representative of the Foundation, nurturing relationships with local, national, and international stakeholders.
- Serve as the primary contact for major donors and strategic partners.
- Oversee donor recognition initiatives, stewardship activities, and communications, including newsletters, social media, and events.
- Develop integrated and diverse marketing and communication strategies that convey engaging narratives, strengthening the Foundation's mission across digital, print, and social media platforms.



- Collaborate with the Diocese of London and St. Peter's Seminary to improve and broaden the Foundation's outreach.

People and Culture

- Inspire, guide, and oversee the Foundation staff to achieve optimal team performance.
- Cultivate a positive and collaborative work environment among the Foundation and Seminary staff to sustain high morale and reach common fundraising goals.
- Promote essential and continuous professional development through performance management, training, and staff mentorship.

Financial and Operational Management

- Establish and manage the Foundation's budget, ensuring fiscal responsibility, alignment with strategic objectives, and transparent reporting to stakeholders.
- Supervise staff, contractors, and volunteers to ensure operational efficiency while fostering a collaborative and mission-driven culture.
- Ensure compliance with charitable regulations, ethical standards, donor agreements, and annual financial audits.
- Develop and implement risk management frameworks to protect assets and reduce operational and reputational risks, such as cybersecurity, legal liabilities, and operational continuity. Additionally, conduct annual protocol reviews with the Board.
- Collaborate with the Board of Directors and Fund Management company to oversee the Foundation's investment portfolio, ensuring compliance with fiduciary duties, donor intent, and long-term sustainability objectives.

Key Competencies

- **Mission Alignment & Institutional Knowledge** -- Demonstrated commitment to the mission of St. Peter's Seminary Foundation, along with a solid understanding of the Catholic Church's structure, values, and philanthropic culture.
- **Fundraising Leadership & Expertise:** Five years + of leadership experience in fundraising, ideally in faith-based contexts, which includes securing major gifts (over \$100,000) and executing capital campaigns. Proven ability to meet or exceed fundraising goals while utilizing knowledge of multi-generational philanthropy and best practices in donor stewardship.
- **Strategic & Financial Management:** Expertise in financial oversight, including budget development, annual planning, and performance evaluation. Proven experience in developing and refining fundraising strategies within dynamic environments while aligning initiatives with organizational objectives.



- **Team Leadership & Collaboration:** Proven ability to manage staff, delegate responsibilities, and cultivate a collaborative work environment. Proficient in coaching teams, establishing performance metrics, and collaborating with organizational leaders to achieve shared goals.
- **Donor Engagement & Communication:** Exceptional interpersonal and communication skills for building relationships with donors, volunteers, and stakeholders. Demonstrates the ability to effectively articulate strategic plans and fundraising proposals both verbally and in writing.
- **Analytical and Operational Excellence:** Leveraging data-driven decision-making through analytics to enhance strategies and track progress. Skilled in CRM systems and reporting, with strong organizational abilities, attention to detail, and a results-focused mindset.
- **Ethical Standards & Professional Credentials:** Demonstrating integrity in managing sensitive information, maintaining high ethical standards, and exercising sound judgment. A bachelor's degree in nonprofit management, business, theology, or a related field is required (master's degree preferred), and a CFRE designation is considered an asset.

Application Process: Submit a resume, with a cover letter and references, marked **“Private and Confidential,”** to:

St. Peter's Seminary Foundation

1040 Waterloo Street, London, ON N6A 3Y1

Attention: Jennifer Clark

Or via email to: jennifer.clark@spseminary.ca

Include “Executive Director Application” in the subject line.

St. Peter's Seminary Foundation is dedicated to diversity, equity, and inclusion. We invite candidates from all backgrounds and experiences to apply for this essential leadership role.

St. Peter's Seminary Foundation is an equal opportunity employer, and we value the importance of diversity and dignity in the workplace. In keeping with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, we are committed to providing suitable accommodation throughout the recruitment process. If you are contacted for an interview and require accommodation to participate in the recruitment and selection processes, please make your needs known at that time.

The Foundation's Commitment to Truth, Reconciliation, and Inclusion

The offices of St. Peter's Seminary Foundation are situated on the traditional territory of the Anishinaabe, Haudenosaunee, Attawandaron, and Lenape peoples, who have stewarded this land for millennia.

Out of deep respect for those who have cared for these lands since ancient times, and those who guard and care for them still, we are committed to tread lightly on the land, respect water and all living things as gifts of the Creator, and affirm our desire for right relations with all peoples, especially the Indigenous peoples, who share our common home.