

Executive Director
Lourdes Foundation, Inc.

The Lourdes Foundation, located in Rochester, MN is seeking a full-time Executive Director. We are an independent 501c3 organization, which attracts, manages and channels philanthropic resources to ensure a vital Catholic education at Lourdes High School.

We are seeking a dynamic and results-oriented Executive Director who will focus our development efforts, continue our 40-year legacy of success, and enhance our highly-visible and respected position within the Rochester community. The Executive Director will manage all donor relations and stewardship activities, direct alumni outreach, and implement annual giving and planned-giving campaigns. They will be responsible for financial management, development of a business plan, and office administration. They will work closely with, and report to, the Lourdes Foundation Board of Directors. The preferred candidate will have extensive development experience and be passionate about scholarships for Lourdes students in need of tuition assistance. The Executive Director will collaborate with Rochester Catholic Schools administration and development personnel, and therefore strong ties within the Rochester Catholic community are highly desirable. The preferred candidate will have strong interpersonal skills, excellent communication abilities and will display a high degree of professionalism.

B.A. or equivalent is required. 5+ years of fundraising experience preferred. Strong leadership abilities, management experience, proven organizational abilities are highly desirable. Salary commensurate with experience and education.

Interested candidates should submit a cover letter and resume electronically to:

lourdesfoundation@gmail.com

Applications will be accepted until the position is filled.