



Executive Director of a Catholic Non-Profit

The Matthew 19:14 Project provides Arizona Catholic Schools with resources and support for the success of students with learning disabilities, developmental disabilities, or other learning challenges because we believe a Catholic education should be accessible to all children – regardless of their needs or means. We believe that a family that desires the benefits of a Catholic education for all their children can happen regardless of their child's learning challenges.

The Executive Director clearly articulates the mission and purpose of The Matthew 19:14 Project and serves to further its key priorities in relationship with the Board of Directors.

The Executive director builds and strengthens relationships with Catholic school leaders and collaborators statewide.

Roles and responsibilities include:

- Fundraising
 - Annual appeal and additional focused campaigns throughout the year
 - Donor cultivation
 - Grant writing
- Frequent contact with Diocesan and school leaders throughout the state, including Superintendents and Bishops' designees.
 - Create a process for gathering data from schools to determine needs related to personnel, training, and equipment'
 - Maintain lines of communication to monitor how grants are used and the impact of each.
- Identify opportunities that highlight the work of inclusive schools in AZ to share with the public through communications and marketing mediums
- Establish presence among current and potential donors and community stakeholders, sharing the mission, vision, and goals
- Attend board meetings and report progress toward established goals
- Plan events for community building at inclusive Catholic schools, such as:

- Breakfast Meet and Greets with special education experts
- Presence at diocesan in-services
- Collaborate with the Board of Directors to create a strategic plan and organizational goals
- Assist and advise in identifying new board members who will further the strategic plan and organizational goals

Essential Skills:

- Ability to articulate a clear understanding of the Catholic faith and its mission in education
- Excellent written and verbal communication
- Technologically adept
- Comfortable working autonomously as well as collaboratively
- Service-oriented leader
- Grant writing experience
- Donor cultivation skills
- Minimum three years experience directing fundraising campaigns
- Highly organized
- Commitment to the mission of the organization
- Bachelor’s degree required; Master’s degree preferred
- Experience working with C-level executives.
- Strong organizational skills
- Confidence and self-direction essential

Full time position

- Insurance benefits are available
- Bonus potential
- Work from home when not visiting potential donors or other stakeholders

About The Matthew 19:14 Project

The Matthew 19:14 Project was first established in 2014 as the Arizona Catholic Schools Disabilities Fund (ACSDF). We became established as a non-profit 501(c)(3) in 2020. We have grown to the point where our volunteer Board can no longer meet the demands of a growing non-profit organization. The goal of our organization has always been simple – to provide Catholic schools in Arizona with the funding, resources they need to properly accommodate and serve students with special needs.

Learn More: <https://matthew1914project.org/>

Send resume and letter of interest to thematthew1914project@gmail.com