



## **Executive Director of Mater Dei Radio**

### **The Position**

Catholic Broadcasting Northwest, Inc. (CBNI) dba. Mater Dei Radio is searching for a dynamic leader who is passionate about leading souls to Jesus through the Blessed Virgin Mary. We are seeking a full-time Executive Director with the vision and drive to carry Mater Dei Radio into the future.

The ideal candidate will possess a robust spiritual life, rooted deeply in the Catholic faith. He or she must demonstrate accomplishments in strategic planning, nonprofit management, development and fundraising, business, and executing long-term and short-term strategic initiatives to support the financial health of the ministry.

Reporting to the Board of Directors, the Executive Director is responsible for advancing the mission by delivering content and programming that inspires and strengthens the faith lives of our supporters, listeners, and followers. Responsibilities of the Executive Director include but are not limited to the following:

### **Mission Fulfillment**

- Demonstrate a solid understanding of Catholic media and other communication platforms.
- Assure that all programming and content adheres to the Magisterium of the Catholic Church.
- Perform high-level organizational visioning with the ability to implement into daily operations.
- Promote and sustain the apostolate's mission of evangelization and inspire a culture focused on the spiritual and financial health of the organization.

### **Strategic Leadership**

- Work with the Board of Directors and its subcommittees in a fully transparent manner to develop and execute the apostolate's strategic, operational, and financial plans. Act as liaison between the Board of Directors and staff.
- Coordinate meetings of the Board of Directors.
- Prepare Executive Director reports and other updates to keep the Board of Directors briefed on operational effectiveness and ministry activities.
- Manage resources in a fiscally responsible manner.
- Work with the Board of Directors to develop strategic direction for developing engaging and relevant original content, and oversee its implementation with a focus on benefiting development efforts, increasing visibility, and advancing the mission.
- Develop and manage the annual financial budget and strategic plan.
- Stimulate growth in our audience and expand levels of financial support.

- Establish and foster strategic relationships with outside organizations to enhance the effectiveness of Catholic Broadcasting Northwest's activities.

## **Operations**

- Reinforce Catholic values in operations.
- Respond to urgent needs impacting continuity of operations (24/7/365). Experience working at a radio station is a plus!
- Coach and mentor staff to ensure best use of limited resources. Inspire a culture where the team pitches in to support where there is need.
- Manage revenue and budget, and work with the finance team on daily, weekly, monthly, quarterly, and annual accounting procedures. This includes revenue forecasting, cash flow analysis, banking reconciliation, financial auditing, payroll processing, vendor payments, and accounts receivable.
- Oversee the facility maintenance and risk management factors affecting the organization.
- Manage safe operations of multiple facility locations and technical infrastructure components.
- Comply with all governmental regulations, especially licensing considerations, and procedural reporting activities for the Federal Communications Commission.
- Serve as senior representative for Catholic Broadcasting Northwest, Inc. in the Non-Commercial Antenna Project (NAP) – a partnership with Mount Hood Community College and All Classical Public Media, Inc.
- Oversee all business management and financial operations for the Non-Commercial Antenna Project (NAP).
- Manage day-to-day technical and engineering activities, working with vendors and partners in the Non-Commercial Antenna Project (NAP), including a contract broadcast engineer, IT consultant, and other service providers.

## **Mission Advancement**

- Support mission advancement activities, including overseeing development strategy, legacy giving, foundation grants, major gifts, donor relations, and fundraising campaigns, including semi-annual pledge drives.
- Build strong relationships with donors to nurture new and ongoing support and sustain philanthropic relationships. Nurture strong relationships with clergy, religious, and other Catholic leaders.
- Research and perform due diligence to identify prospective benefactors.
- Develop implementation plans for pursuing grant funding activities.
- Identify, organize and manage a regional network of parish ambassadors to build awareness of the apostolate's Catholic media brands.

## **Qualifications**

- A Practicing Catholic, with an active faith life in accord with the Magisterium of the Catholic Church and faithful participation in a local Catholic parish.
- Bachelor's degree in business administration, communications, or a related field, preferred.

- 5+ years of leadership or management experience.
- Proven record of success in fundraising and development.
- You are data-driven with the ability to analyze data and develop creative solutions to issues.
- Thorough understanding of the rapidly changing landscape for broadcast and digital media platforms, with some industry experience preferred.
- Strong follow through skills with an ability to track and meet deadlines.
- Proven project management experience with superlative organization and communication skills.
- Strong interpersonal skills with a focus on building relationships with donors, funders, and volunteers. Able to serve as key spokesperson for the ministry and interface with the media, the archdiocese, and other key stakeholders.
- A results-driven solid self-starter who is able to take feedback and offer constructive feedback.
- Displays a high level of personal integrity and ethical standards.
- Experience with CRM applications, Donorsnap, Grantstation, or other development software is a plus.
- Proficiency in Microsoft Office.

### **What Mater Dei Radio Offers You**

- Competitive salary, commensurate with experience.
- Paid health and dental insurance.
- A SIMPLE IRA retirement plan with company match.
- Opportunity to align your faith with your career!

### **How to Apply**

Please email your cover letter and resume to [robinm@materdeiradio.com](mailto:robinm@materdeiradio.com)

No phone calls please.

### **About Mater Dei Radio**

Mater Dei Radio is a 501(c)3 Rosary Apostolate that proclaims the Gospel of Jesus Christ. Operating under our parent organization Catholic Broadcasting Northwest, we envision a region where there is a vibrant, expanding audience with a personal connection to Jesus Christ through Catholic media. Mater Dei Radio is America's oldest lay-owned Catholic Radio Apostolate with more than 35-years of dedicated service to Jesus Christ through the Blessed Virgin Mary. Mater Dei Radio is an Equal Opportunity Employer (EOE).