



HOLY CROSS
FAMILY MINISTRIES

Executive Director

SEARCH PROSPECTUS



HOLY CROSS FAMILY MINISTRIES FOUNDATION

NORTH EASTON, MASSACHUSETTS

www.hcfm.org

START DATE - JANUARY 2023

Partners in Mission School Leadership Search Solutions, LLC



MISSION STATEMENT

Holy Cross Family Ministries is a family of Catholic ministries that inspires, promotes and fosters the prayer life and spiritual well-being of families throughout the world.

VISION

We strive to be a respected and reliable catalyst for inspiration, support and dynamic content on family life through a focus on spirituality and prayer, especially the Rosary.

ABOUT HOLY CROSS FAMILY MINISTRIES

In the spirit of founder Holy Cross priest Venerable Patrick Peyton and under the sponsorship of the United States Province, Holy Cross Family Ministries serves Jesus Christ and His Church throughout the world by promoting and supporting the spiritual well-being of the family. Holy Cross Family Ministries, as the umbrella organization, carries out its mission through the following creative spiritual and multi-media ministries.

The ***Museum of Family Prayer*** invites visitors to explore their faith and learn new ways to pray that their entire family will enjoy. The Museum also tells the remarkable story of sainthood candidate, Father Patrick Peyton, C.S.C., who inspired the world with his timeless message, "The family that prays together stays together."

Family Rosary is committed to promoting the prayer life of families through Rosary distribution, retreats, days of reflection, and much more. Additionally, through social media and the internet, Family Rosary is engaging millions of families in prayer and spiritual development.

Family Theater Productions creates family, faith-based programs to entertain, inspire and educate the family. Family Theater Productions'

FAST FACT



26

Ministry Centers



150+

Catholic Momcast Podcast
Episodes Released



1 Million

Rosaries and Prayer Cards
Distributed Worldwide

current work includes feature films, short format video, video web series and extensive work in social media.

The Father Peyton Family Institutes, located in Peru and India, provide wrap-around services that address root causes of various issues to transform families and improve the lives of people in the neediest communities. The Institutes continually monitor and evaluate their programming and community needs to ensure they are serving families in the most effective way.

CatholicMom.com seeks to create a community for Catholic parents to share insights on living out their faith with their families. Through an array of contributors, CatholicMom.com provides information through articles, books, podcasts, activities, and daily reflections.

CONGREGATION OF THE HOLY CROSS

The Congregation of Holy Cross is a community of Catholic, apostolic priests and brothers called by Jesus Christ and founded by Blessed Basil Moreau, who patterned the religious community after the Holy Family.

The brothers and priests of Holy Cross pray and live united in a common religious life, sharing the same history, vows, and spirituality, and drawing from Blessed Moreau's trust in Divine Providence, confidence in the Cross as our only hope – Ave Crux, Spes Unica – and zeal to make God known, loved and served.

Holy Cross priests and brothers are called upon to be educators in the faith, who with a preferential option for the poor, educate both the mind and heart principally in the fields of education, parish and mission.





THE OPPORTUNITY

Holy Cross Family Ministries Foundation is poised to build upon the significant growth and success of its young, well-respected, and effective national Advancement program. The Executive Director will be able to significantly advance the Ministries' mission and impact at this exciting stage of growth and in anticipation of Venerable Patrick Peyton's cause for sainthood. Holy Cross Family Ministries seeks a mission-driven Advancement professional ready to capitalize on the Ministries' sizable endowment and proven ministries across the United States and in sixteen other countries on five continents.

The Executive Director reports to and works closely with the President of Holy Cross Family Ministries with accountability to the Holy Cross Family Ministries Foundation Board. The Executive Director serves with the President and the Foundation Board to create, plan, structure, and implement a comprehensive national advancement program designed to achieve the goals of:

- cultivating, broadening, soliciting, and stewarding philanthropic support to advance the mission, ongoing and important work of Holy Cross Family Ministries,
- strengthening the HCFM endowment to enhance and ensure the long-term viability of the Ministries worldwide, and
- designing and implementing capital campaign initiatives as deemed feasible with the support and engagement of the President and the Foundation Board of Directors.



ROLES AND RESPONSIBILITIES

- Design, implement, annually assess, and adjust as needed a Board-approved, detailed 1, 3, and 5-year Comprehensive Advancement Program Plan based on "best practices" for the support of the Mission,



activities, and capital needs of Holy Cross Family Ministries.

- Engage with the President and members of the Foundation Board regularly in the design, affirmation, implementation, and overall success of the advancement program.
- Collaborate with the President and Board in identifying and vetting potential new members for the Foundation Board, and providing for orientation, training, and mentoring.
- Identify, recommend, and support members of the President's Leadership Council in building a culture of philanthropy across all areas of Holy Cross Family Ministries.
- Develop case statements for each area of the program: Annual Fund, Special Events, Major Gifts, Planned Giving, and Capital Campaigns for the specific purposes or projects identified by the President and Board of Directors.
- Establish and regularly update a Board of Directors-approved Gift Acceptance and Recognition Policy.
- Build and lead a mission-driven, professional Advancement team supported by ongoing professional development, direction, and assessment of the individual and collective team performance.
- Prepare and manage an approved, detailed budget for the overall operations and success of the Advancement program.
- Continually assess and adjust direct mail, electronic and social media-driven fundraising campaigns to measure and ensure the broadest reach and effectiveness.
- Ensure that the gift stewardship process is carried out in a prompt and professional manner including the systems for receiving, recording, and

FAST FACT



50+

Trained Diocesan Family Life
Ministry Professionals



1.5M+

Total views on Lente Catolico
Youtube channel



17

Countries Where Rosary prayer
and Retreats Occurred

- personalizing gift recognition from the appropriate team member.
- Design, implement and regularly assess an effective Planned Giving program.
 - Conduct Major Gifts donor prospect research designed to identify individuals deemed capable and likely to provide significant support for specific programs or needs. Once identified, establish a relationship program for each key prospect to set the goals, team role, and responsibilities for guiding the prospect to provide a major gift.
 - As appropriate and deemed feasible, plan and carry out Board-approved and supported Capital Campaign efforts.
 - Develop a researched grant proposal program along with Case Statements in support of proposals; Coordinate all funder contacts including post-grant accountability reports.
 - In collaboration with the Office of Communications and Marketing, supervise the development and appropriateness of the Holy Cross Family Ministries website dedicated to Advancement.
 - With the support of the Communications and Marketing Team, produce and disseminate the annual Mission Impact Report.
 - Ensure coordinated and effective branding and messaging of the Advancement program across all communications and materials conveying the HCFM Mission Statement, Vision, Core Works, and Guiding Principles.
 - Meet regularly with the President and Chief Finance Officer to report on Advancement team activities and plan future projects and programs.
 - Serve as a spokesperson for Holy Cross Family Ministries and its mission efforts, articulating its ongoing activities and needs.
 - Assume and implement additional duties and responsibilities that may be given, from time to time, by the President or as directed by the Board of





Directors.

QUALITIES AND QUALIFICATIONS

Successful candidates will bring strong experience in senior fundraising positions, possess demonstrated leadership abilities and relationship-building skills, and have worked successfully with trustees and donors. Experience in planning, administering, and growing an Advancement program for both annual and capital campaigns is vital. Additionally,

- A commitment to the practices, principles, and policies of the Catholic Church and HCFM's mission to help families pray and flourish spiritually, especially through the rosary.
- Experience working in an organization with an active Board of Directors.
- Proficiency with all Microsoft Office programs, and Advancement databases such as Raiser's Edge.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks, set priorities, and meet deadlines.
- Ability to maintain the confidentiality of information.
- Knowledge of strategies and techniques used in major gift donor prospect research, cultivation, solicitation, and stewardship.
- Demonstrated experience in grant work: research, proposal writing, cultivation, and stewardship.
- Record of success in generating significant commitments from individuals and foundations.
- High degree of professionalism and an ability to interact with a variety of individuals to increase the visibility of Holy Cross Family Ministries.
- Evening and weekend work occasionally required as well as travel throughout the country and internationally, as needed.

EDUCATION AND EXPERIENCE

- A bachelor's degree is required. An advanced degree in marketing, communications, or related fields is preferred.
- Certification as a Fundraising Executive {CFRE} or other comparable ongoing professional education considered a plus.
- A minimum of 7 years of demonstrated successful fundraising experience.

APPLICATION PROCEDURES

All applications will be treated with complete confidentiality. To apply, submit the following materials to Chris Keavy. Please include Holy Cross Family Ministries in the subject field.

- Letter of interest that aligns your experiences and skill sets with the current needs of the ministries as you understand them.
- Statement of Catholic Leadership Philosophy.
- Current resume with all appropriate dates included.
- List of five references including names, relationships, phone numbers, and email addresses. No references will be contacted without your knowledge and approval.

ABOUT THE AREA

The Father Peyton Center, the world headquarters of Holy Cross Family Ministries, is located on the beautiful campus of Stonehill College in Easton, Massachusetts. Easton is less than 30 miles from Boston, Massachusetts, Cape Cod, and Providence, Rhode Island, a location that affords world-class cultural, medical, and entertainment opportunities.



Assemble all of the application materials in one email to:

Chris Keavy, Partner
ckeavy@partnersinmission.com
Partners in Mission School Leadership Search Solutions, LLC
8 Nicklaus Way | Mashpee, MA 02649
508-737-9154 (Cell)
www.partnersinmissionslss.com



Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our clients' missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

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