

Executive Director — Sacred Heart Foundation

The Sacred Heart Foundation is seeking an Executive Director to strengthen donor engagement, grow the Foundation's endowment, and expand revenue streams that advance our mission of supporting Sacred Heart School.

Role Overview

The Executive Director provides strategic and operational leadership for the Foundation, overseeing all day-to-day functions and supervising a half-time Executive Assistant and volunteers. The Executive Director also leads Donor and Alumni Relations and serves as the organization's primary gift officer, responsible for cultivating and securing both operational contributions and major gifts.

Qualifications

Preferred candidates will have experience in nonprofit development, including annual giving, planned giving, and major fundraising initiatives; however, related professional experience will also be considered. Familiarity with Raiser's Edge or comparable donor-management software is strongly preferred.

Compensation & Structure

This is a full-time, benefited position with a base salary range of \$70,000 to \$105,000 including incentive compensation designed to recognize exceptional performance.

For outstanding candidates, the Board is also open to considering a proposal for part-time or independent consulting arrangements—remote, hybrid, or otherwise.

Application Process

The position description is attached, and the search will remain open until filled. Interested applicants should email a cover letter, résumé, and proposal (if applicable) to Erin O'Leary at eoleary818@gmail.com

About the Foundation and School

The Sacred Heart Foundation is a Catholic, independent nonprofit organization established to support Sacred Heart School in East Grand Forks, Minnesota. The Foundation manages an endowment in excess of \$10 million and provides annual support to the school.

Founded in 1912, Sacred Heart School offers preschool, elementary, and high school programs serving families across East Grand Forks and the Greater Grand Forks region. Although a Catholic institution, the school welcomes families from a variety of faith backgrounds who value high-quality Christian education.

For more information, visit: www.sacredheartfoundationegf.net