

Foundation Services Manager

Reports to: Chief Executive Officer
Status: Full-time, exempt*
Location: Fort Wayne, Indiana*
Schedule: Monday–Friday, 8:00 a.m.–4:30 p.m., with occasional evening or weekend availability for Foundation events or meetings.*

While this position is designed as a full-time, onsite role, we recognize that strong candidates may have individual scheduling needs. If you believe you are an excellent fit, **we encourage you to apply. The Foundation is open to discussing reasonable arrangements that support both the needs of the role and candidate which, for the Foundation Services Manager, could include less than full-time status and/or remote or hybrid work location for the right candidate.*

TO APPLY

Submit an application, cover letter, résumé, and salary expectations by **Sunday, October 11, 2026** here: [CLICK TO APPLY](#)

Applications received by October 11 will receive priority consideration. Initial interviews are expected to begin the week of October 12. The Foundation may continue reviewing applications until the position is filled. *If you have questions about the role before applying, contact Mackenzie Ritchie at info@ccfnei.org.*

ABOUT THE FOUNDATION

The Catholic Community Foundation of Northeast Indiana supports the Catholic Church's spiritual, educational, and charitable ministries throughout the Diocese of Fort Wayne-South Bend. We manage more than \$80 million in charitable assets across 300 funds, and grant nearly \$3 million annually to Catholic parishes, schools, and ministries in 14 counties. We are a small, mission-driven team committed to integrity, gratitude, joyful service, professionalism, reliability, and excellence.

THE OPPORTUNITY

The Foundation Services Manager is a new position and combines executive support, Board and committee coordination, project management, relationship coordination, and emerging grantmaking administration. This position provides timely, organized, and responsive support to the CEO, Board, committees, grantees, and fund beneficiaries. The Foundation is governed by a 20-member Board, representing communities across 14 counties, and supported by six Board committees. During the first year, the successful candidate will work with the CEO, Director of Community Outreach, and Director of Communications to establish practical systems and gradually assume responsibility for Board and committee support, relationship coordination for approximately 85–100 fund beneficiaries and partners, and competitive grantmaking administration. We seek a thoughtful, adaptable professional who enjoys building structure, responding to evolving priorities, and collaborating closely with a small team.

KEY RESPONSIBILITIES

Executive, Board, & Committee Support

- Provide executive support to the CEO, including calendar management, scheduling, inquiry and correspondence triage, meeting/travel logistics, briefing materials, and follow-up on assigned priorities.
- During the first year, partner with Foundation colleagues to assume primary coordination of Board and committee operations.
- Maintain Board and committee calendars, notices, RSVPs, agenda and packet timelines, meeting logistics, draft minutes, action trackers, and follow-through.
- Serve as staff liaison to the Grants & Impact Committee.

Relationship Coordination & Foundation Service

- Serve as a responsive first point of contact and maintain relationship records, outreach cadence, fund awareness, next steps, and appropriate issue escalation for approximately 85–100 grantees and Foundation partners.
- Coordinate timely engagement with partners for the CEO or appropriate Foundation colleague.
- Coordinate Foundation participation in parish, school, ministry, and partner meetings.
- Manage scheduling, invitations, attendance, logistics, briefings, and follow-up for such meetings.
- Track and share useful relationship intelligence, including leadership changes, fund questions, impact story opportunities, emerging needs, and potential donor or professional connections.
- Document and appropriately escalate fund purpose, beneficiary, distribution, agreement, and relationship concerns.

Project & Event Coordination

- Partner with the CEO and team to establish project management and Board-portal tools.
- Maintain clear priorities, owners, deadlines, secure document distribution, meeting follow-up, and cross-functional accountability.
- Support Foundation-hosted events through invitations, RSVPs, logistics, materials, onsite support, and follow-up. Currently, these events include Masses for Magnificat Society members and an annual planned giving event supporting the Foundation's Seminarian Education endowment fund.

Emerging Competitive Grantmaking

- In partnership with the Director of Communications during the transition, gradually assume administration of the Foundation's emerging competitive grantmaking process, utilizing Foundant Grant Lifecycle Manager.
- Coordinate grant cycles, applications, applicant support, review workflow, scoring materials, award tracking, reporting, and grantee follow-up.

WHAT SUCCESS LOOKS LIKE

Within the first year, the Foundation Services Manager will help establish:

- Reliable scheduling, timely materials, organized meetings, draft minutes, and action follow-through for the CEO, Board, and committees.
- Prompt routing and follow-through for parish, school, ministry, grantee, and partner requests.
- Strong team coordination and documented, tiered relationship management with clear next steps for approximately 85–100 grantees and ministry partners.
- A shared system for CEO priorities, projects, owners, due dates, and action items that supports warm, responsive service.
- During the transition, a clear, timely, applicant-friendly competitive grantmaking workflow with complete records, review materials, reliable reporting, and responsive grantee follow-up.

QUALIFICATIONS

Required

- Bachelor's degree or an equivalent combination of education and relevant experience.
- Three or more years of progressively responsible experience in executive support, project or nonprofit administration, grants, relationship/client service, or event/meeting coordination.
- Exceptional organization, judgment, and attention to detail; ability to manage multiple calendars, deadlines, projects, meetings, and follow-up commitments.
- Ability to build or improve systems, adapt to shifting priorities, and bring clarity and follow-through to a new or evolving role.
- Strong written and verbal communication skills and the ability to work professionally with Board members, donors, fundholders, grantees, applicants, parish/school leaders, and community partners.
- Proficiency with Microsoft 365, including Outlook, Word, Excel, and PowerPoint; comfort learning cloud-based systems, databases, online application platforms, and reporting tools.
- Exceptional discretion, professionalism, tact, and sound judgment in handling confidential information, sensitive relationships, and CEO/Board matters.
- Commitment to the Catholic mission of the Foundation and willingness to live professional and personal life in accordance with the doctrines and moral teachings of the Roman Catholic Church.
- Successful completion of required criminal background checks and possession of a valid driver's license.

Preferred

- Experience with executive and Board support; preparing meeting packets, drafting minutes, managing actions, coordinating travel/events, or supporting senior leaders and volunteers.
- Experience using work management tools (*such as Asana, Trello, Monday.com, or Microsoft Planner*) and/or Board portals (*such as Boardable, BoardEffect, or similar platforms*) to coordinate priorities, deadlines, meetings, secure materials, and follow-through.
- Experience with grants administration, grantee relationship management, nonprofit programs, community foundations, parish/school/ministry administration, or related Catholic ministry work.
- Experience using Foundant Grant Lifecycle Manager, CommunitySuite, or comparable grantmaking, CRM, or constituent management systems.

WHAT WE VALUE

We seek a person of integrity, service, maturity, and sound judgment who is highly organized, warm, responsive, and able to keep many relationships, meetings, timelines, and commitments moving at once. The right candidate is highly adaptable and flexible, remains calm when priorities shift, and brings initiative and practical problem-solving to a new and evolving role. They are the consummate professional who handles confidential information, sensitive relationships, and CEO/Board matters with discretion, tact, and excellent judgment. They communicate clearly and respectfully, follow through reliably, and are energized by helping establish the systems and rhythms that will support the Foundation's next stage of growth.

WHAT WE OFFER

- Medical, dental, and vision coverage
- 403(b) retirement plan with employer match
- Generous paid time off and paid holidays
- Life and disability insurance
- Professional development and a supportive, faith-centered workplace