

Executive Director

Ukrainian Catholic Foundation of Saskatchewan

The Ukrainian Catholic Foundation is seeking a dynamic, mission-driven **Executive Director** to provide leadership and operational oversight in support of the Eparchy of Saskatoon's mission. The Executive Director will advance the Foundation's work in strengthening the spiritual growth, vitality, and well-being of the faithful, parishes, and eparchial organizations.

Role Overview

This position requires a collaborative leader committed to faith-based service and community engagement. The Executive Director works closely with the Bishop, Board of Directors, clergy, and lay leaders to guide fundraising initiatives, manage operations, and support the Foundation's long-term vision.

Key Responsibilities

- **Fundraising (45%)** – Lead and grow fundraising initiatives, strengthen donor stewardship, and build sustainable revenue streams.
- **Operations (35%)** – Oversee day-to-day administrative and organizational operations.
- **Relationship Development (15%)** – Build strong relationships with donors, parishes, benefactors, and community partners while supporting communications and engagement.
- **Strategic Leadership (5%)** – Work with the Board to develop and implement strategic priorities, policies and annual goals.

Qualifications

- Experience in fundraising, donor relations, marketing, and office administration
- Strong written, verbal, and public-speaking communication skills
- High ethical standards and commitment to the mission and values of the Ukrainian Catholic faith and community

Working Conditions & Compensation

- Full-time position (35 hours/week), with occasional evening or weekend work
- Based in Saskatoon with some travel within the Eparchy
- Salary range: **\$40,000–\$55,000**, plus group insurance, dental, and extended health benefits, and a bonus structure

Contact

For more information or to express interest or questions, contact:

- **Bob Friesen**, Chair, Board of Directors – 639-318-8250
- **Morris Smysnuik**, Executive Director – 306-280-8514
- For those wishing to submit an application/resume please send to [**admin@ucfsask.org**](mailto:admin@ucfsask.org)