



# EXECUTIVE DIRECTOR

November 17, 2017

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

# SUMMARY

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Guided by the vision of the Office of the Bishop and the Governing Board of Directors, the Executive Director is responsible and accountable for leading and managing the strategic, programmatic, and financial operations of the Agency.

## CLIENT BACKGROUND

Catholic Charities of the Diocese of Palm Beach (<http://www.catholiccharitiesdpb.org/>) was established in 1984 as the social service arm of the Palm Beach Diocese. The agency serves on average each year more than 12,000 unduplicated clients throughout the Palm Beach Diocese which includes the counties of Palm Beach, St. Lucie, Indiantown, Martin and Okeechobee. Catholic Charities currently provides services through [14 programs and ministries](#).

The services of Catholic Charities are available to all residents of the service area who qualify for the particular program. The priority is to serve the poorest and most vulnerable. As the specific needs of the community change and the population rises, the services offered by Catholic Charities also change in response to those needs. Catholic Charities does not discriminate based on a client's religion, nor on any other classification protected under applicable federal, state or local discrimination law.

Catholic Charities is accredited through [The Council on Accreditation \(COA\)](#) and certified by [Nonprofits First](#). COA partners with human service organizations worldwide to improve service delivery outcomes by developing, applying, and promoting accreditation standards.

Catholic Charities of the five-county Diocese of Palm Beach respects life in all of its stages. In living our faith, we help and create hope for people in need, without regard to religion, by delivering social services, collaborating with others in building just and compassionate communities, and empowering individuals through education.

# POSITION RESPONSIBILITIES

**The Executive Director is the chief executive officer of Catholic Charities of Diocese of Palm Beach, providing overall leadership to the Agency consistent with the direction of the Board Chair and vision of the Bishop's Office. In that capacity, the Executive Director is responsible for:**

1. Upholding the mission, vision and values of the Agency.
2. The overall financial, operational and strategic positioning of the Agency and all its activities.
3. Formulating and implementing the strategic plan and administrative policies and procedures in consultation with and approval of the Governing Board of Directors.
4. Establishing operating plans and procedures and financial policies in accordance with the Agency by-laws, Diocesan guidelines and government regulations.
5. The directing, managing and hiring of administrative and operational staff.
6. Representing Catholic Charities Diocese of Palm Beach both internally and in the community, communicating the Catholicity, mission, vision and values of the agency to employees, board members, diocesan leadership and the community at large.
7. Developing and maintaining appropriate relationships with:
  - the office of the Bishop,
  - Governing Board of Directors and policy makers,
  - funding sources,
  - Pastor, colleagues, donors, and
  - Diocesan and parish staffs.

## Essential Functions:

**The Executive Director has the overall responsibility for all aspects of the agency including planning, staff, budget and services. The functions below are the Executive Directors duties:**

1. Annually, presents to the governing board of directors a program and fiscal plan of operations including required personnel, salary, and operational expense schedules and revenue requirements and sources. Oversees the budget preparation, monitors monthly program adherence to budget and leads the fundraising activities of the agency.
2. Oversees programs and operations of the agency via qualified administrative staff and management who are properly delegated and enabled to perform their responsibilities in the best interest of the agency.
3. Support a strong, active and diverse Board of Directors that will guide the Agency toward faithful adherence to its Mission Statement including the achievement of annual program goals, procurement of fiscal and in-kind resources and the placement of the Agency in a community position favorable to optimal client response.
4. Lead the implementation of the strategic plan.

# POSITION RESPONSIBILITIES (cont.)

5. Develop and evaluate existing programs and determine the expansion or introduction of new services and programs.
6. Oversee the functions of the Director of Finance, Associate Director, Director of Human Resources and Director of Development.
7. Oversee mechanisms that contribute to optimal Agency performance including management information systems, statistically relevant data bases, program configurations, performance evaluation process, and communications technology.
8. Responsible for assuring that the Agency achieves the projected bottom-line.
9. Act as liaison between Catholic Charities and Diocesan departments and offices and serve as Agency spokesperson and representative to the media.
10. Responsible for overall PQI assessments, improvements, and strategic initiatives
11. Conduct regular meetings with leadership to provide ongoing strategies.
12. Responsible for staffing Catholic Charities Board of Directors meetings, Board members relationships and committee activities.
13. Key contact to Florida Catholic Conference and Catholic Charities of Florida.
14. Support the social teaching of the Catholic Church.
15. Communicate regularly and routinely with the Governing and Advisory Boards and local committees and facilitates meetings as required to support the fiduciary responsibilities assigned to these entities.
16. Ensure compliance to standards adopted by the agency as required accreditation or by accounting regulations necessary to produce financial and programmatic reviews of performance.
17. Provide oversight to assure compliance to all agency policy and procedures regarding human resources, hiring practices, fair labor standards while maintaining both confidentiality and professionalism.
18. Meet regularly with staff and management to ensure quality programs and services being delivered in a competent, professional and caring environment for both staff and client populations.
19. Provide leadership in fundraising and developing new programs/services that represent Catholic values and are consistent with the principles of subsidiarity and good stewardship, reflective of community need.

## Other Responsibilities:

- Comply with all applicable training requirements.
- Comply with all company safety, personnel and operational policies and procedures.
- Comply with work schedule to ensure effective operations of Agency programs.
- Contribute positively as a member of a productive and cooperative team.
- Participate in Agency Performance Quality Improvement (PQI) program and all Accreditation/Reaccreditation process.
- Participate on a CQI team.
- Perform other duties as necessary to fulfill Catholic Charities Diocese of Palm Beach, Inc. Mission.

# POSITION RESPONSIBILITIES (cont.)

## Required Knowledge, Skills & Abilities:




*(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.)*

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive a van and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with mission and values of Catholic Charities Diocese of Palm Beach, Inc.
- Will make a Commitment to serve all people with respect, compassion, and cooperation in the spirit of a unifying God.

## Education & Experience:

- Graduate degree in the Human Services, Business, Public Administration, or related field. Must have a minimum of five (5) years of experience in the nonprofit health and human service field with a record of progressive leadership, management and operational responsibilities.
- Must be a practicing Catholic in good standing with the Church and possess a deep knowledge of the structure and the social mission of the Catholic Church.
- Experience in building formal coalitions.
- Experience in financial management, budgeting, and fund development.

# OTHER

<b>Benefits</b>		This position offers comprehensive benefits and retirement plan.
<b>Expected Travel</b>		15-20%; including some overnight travel
<b>Deadline for Application</b>		January 15, 2018

**For consideration, please email resume to:**

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Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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