

# CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

## Catholic Charities, Diocese of Gary, IN 940 Broadway, Gary, IN 46402

### Candidate Information

The Catholic Diocese of Gary, Indiana (<http://www.dcgary.org>) was established by Pope Pius XII on December 17, 1956. Prior to that time, the four counties of the diocese – Lake, LaPorte, Porter, and Starke – were part of the Diocese of Fort Wayne. The population of these counties is approximately 794,000 (24% Catholic) and is very diverse in racial, ethnic and economic characteristics. Bishop Donald J. Hying, has led this Diocese since November 24, 2014.

In this same spirit, Catholic Charities of the Diocese of Gary (<http://www.catholic-charities.org>) was established in 1937 as an official activity of the Diocese of Fort Wayne, and has continued as part of the Diocese of Gary since 1957. While the original purpose was to serve the poor and needy through an agency that emphasized child welfare services, Catholic Charities continued to broaden its base of programming over the last 75 years, shifting its emphasis based on the needs of the community. Counseling, emergency services, housing for the chronically homeless with disabilities, senior programs, family life ministries, immigration services and pregnancy & adoption have been added in addition to material aid to the poor.

Bishop Hying has directed Catholic Charities of the Diocese of Gary to focus on a central mission embracing Catholic social teachings, emphasizing social justice and providing aid to the less fortunate. The new Executive Director, under the supervision of Bishop Hying and The Advisory Board of Trustees of Catholic Charities, will chart the strategic direction of this client-centric agency as it continues to adapt to the needs of the community. To do this, we seek an energetic, skillful and committed individual, an active Catholic with a full understanding of Catholic social teaching, to lead this group of 30 staff members in delivering exceptional service to God's people throughout the Diocese of Gary.

**Title:** Executive Director

**Reports to:** Bishop of the Diocese of Gary and the Board of Trustees of Catholic Charities.

**Direct Reports:** Director of Clinical Services, Director of Communications & Advancement, Director of Client (Emergency) Services, Director of Administration / Controller

### Job Responsibilities

#### Position Responsibilities:

1. Promotes the mission, vision, values and growth of the agency
2. Provides oversight to all programs and services of the agency
3. Ensures the delivery of quality services
4. Establishes and maintains positive relations with the Diocese, parishes and community partners.
5. Facilitates the work of the Board of Trustees

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"At once they left their nets  
and followed Him."

Matt 4:20



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## Duties:

1. Promotes the mission, vision and values of the agency
  - a. Possesses a working knowledge of the social teachings of the Church
  - b. Ensures that services comply with acceptable Standards of Care and the Code of Ethics of Catholic Charities
  - c. Provides leadership to ensure that the administrative and programmatic goals of Catholic Charities are fulfilled
2. Provides oversight to all programs and services of the agency
  - a. Planning: Works with the Board of Trustees and staff to develop long and short term planning, goal setting, determination of administrative and programmatic priorities
  - b. Program: Is responsible for the overall oversight and evaluation of current programs and services, research and development of new programs and services, hires suitable staff with appropriate credentials, and monitors program outcomes
  - c. Funding and Budget: Provides leadership and support to the fundraising and development initiatives of the agency, facilitates the development of annual budgets, monitors income and expenditures, provides oversight to the accounting operations of the agency and reports financial information to the Board of Trustees
3. Ensures the quality of services
  - a. Provides leadership and oversight to the continuous quality improvement program of the agency.
  - b. Monitors the outcome of programs and services provided by the agency
  - c. Maintains licensure or other educational requirements needed to fulfill the responsibilities of the position
4. Establishes and maintains positive relations with stakeholders throughout the Diocese
  - a. Represents the agency, its mission and values in the community
  - b. Ensures a strong working relationship exists between Catholic Charities and all Diocesan entities, particularly parishes and social ministry groups.
  - c. Works cooperatively with the Diocese of Gary, United Way and other organizations and groups who fund or support the activities of the agency
  - d. Networks with other community based organizations and groups who serve the community in similar ways as the agency
  - e. Provides leadership in community efforts to identify service needs, set priorities and expand resources for service delivery
  - f. Actively involved with Catholic Charities USA and other state and national standard setting and accrediting bodies and serves on those boards and/or committees when appropriate
5. Facilitates the work of the Board of Directors and Board of Trustees
  - a. Shall provide information, liaison services and orientation to the Board of Directors and the Board of Trustees of the agency
  - b. Shall assist with and participate in board development, fund raising, policy formulation and planning activities of the Board of Trustees



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6. Human Resources
  - a. Review employee benefit plans and make recommendations for changes and/or enhancements
  - b. Serve as primary contact for the following insurance policies: medical, dental, vision, life, deferred compensation plans, supplementary plans
  - c. Responsible for administrative changes with the above named insurance carriers
  - d. Conduct comparable salary surveys and make recommendations for employee compensation changes
  - e. Answer questions regarding Human Resource matters such as benefit inquiries and performance problems
  - f. Mediate employee grievances as necessary
  - g. Serve as Equal Employment Opportunity Officer
  - h. Responsible for compliance with ADA, Affirmative Action/EEO, Family and Medical Leave Act and all other State and Federally mandated programs
  - i. Maintain compliance posting of State and Federal labor laws

## Qualifications

### Minimum Qualifications:

- Graduate degree in the Human Service, Mental Health, Social Work, Public Administration or related field. MBAs with relevant experience also considered.
- Have a minimum of seven years of practical experience, five of which shall have been in an upper management / executive administrative position
- 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

### Preferred Qualifications:

Management experience in a Catholic Charities organization.

### Supervision and Evaluation:

This position reports to the Diocesan Bishop, in his *ex officio* capacity as Chair of the Advisory Board of Trustees. An evaluation shall be conducted annually by the Bishop and the Advisory Board of Trustees.

**Compensation:** \$80-110K

**Expected Travel:** 20%; minimal overnight travel

**Benefits:** Comprehensive health insurance and other plan benefits available at time of interview

**For consideration please email:** [Paul@CatholicRecruiter.com](mailto:Paul@CatholicRecruiter.com) with resume.

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