



ARCHDIOCESE OF ST. LOUIS



CHIEF OPERATING OFFICER

| August 18, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The [Archdiocese of St. Louis](#) is home to almost 500,000 Catholics. The Shepherd of the Diocese, [Most Reverend Mitchell T. Rozanski](#) is focused on delivering the Gospel message of Good News to the faithful in his flock. He needs a strong Catholic operations leader to assist in managing the business of delivering that message in good stewardship of God's gifts.

Position Title: Chief Operating Officer

Reports to: Archbishop Rozanski

Position Summary:

The position of Chief Operating Officer (COO) is designed to strengthen and streamline diocesan operations and expand the role of lay leadership. The results-oriented incumbent is a high EQ business leader and will be empowered to advance the positions of the Archbishop, facilitate management alignment and keep progress moving forward. They will utilize both their professional expertise to run the operational side of the Curia and the personal commitment to further the mission of the Church. They are intimately involved in multiple strategic, programmatic, financial and administrative responsibilities with the goal to impact change. Reporting to the Archbishop, the COO is responsible to implement his vision and direction for specific functions of the Curia who support the overall work and mission of the Archdiocese. The COO and their reports collaborate and partner with clergy, religious and other church leaders to build up the vibrant spiritual life, teamwork and religious mission of the Archdiocese of Saint Louis.

Duties and Responsibilities:

- Supervise, set goals and hold accountable specific offices and ministries including Parish Mission and Vitality, Catholic Schools, Stewardship & ACA, Communications & Publications, Archives & Records, Human Resources and Special Projects.
- Work closely with the other direct reports to the Archbishop and the Archbishop's Cabinet.
- Oversee and develop departmental budgets.
- Oversee and be involved in statements and correspondence on situations requiring the utmost pastoral sensitivity.
- Strong and proven analytical and oral/written communication skills including preparing/presenting reports at a level appropriate to the audience.
- Collaborate with the CFO, who is responsible for administering the temporal goods of the Archdiocese while the COO ensures they are carried out.
- Represent the Archdiocese on external Boards as required.
- Serve on Archdiocesan committees as appointed.
- Carries out any specific duties requested by the Archbishop and/or his designee, and
- Other duties as assigned.

Knowledge and Experience Requirements:

- Intimate knowledge of, experience with, respect for, and adherence to the precepts and teachings of the Holy Roman Catholic Church.
- Minimum ten years in management and/or administration with three to five of them managing diverse business functions simultaneously.
- Proven leader in a matrix organization.
- Real world competencies in non-profit education, shared services leadership, or a combination of both.
- Experience in Catholic entities – paid or volunteer – a plus.

Relationships Requirements:

- Must develop the respect of a variety of colleagues – priests, deacons, religious and lay.
- Must be able to work with, engage and relate to individuals at every level of the organization.
- Must be able to collaborate and focus external groups for the improvement of the organization.

Qualifications and Skills:

- Practicing Catholic in good standing with strong understanding of Church life.
- Demonstrate and encourage a model of servant leadership in all our endeavours.
- High degree of integrity.
- Proven track record demonstrating an ability to impact change.
- Ability to create and manage a strong team.
- Ability to see problems, identify solutions and move the organization forward.
- Strong strategic and analytical skills.
- Ability to write, speak, and think concisely, directly and sensitively.
- Superb organization, time and project management skills.
- Good knowledge of computer applications in particular MS Office Suite.

Educational Background:

- Bachelor's Degree in Business, Finance, Non-Profit Management, Theology or other applicable degrees required.
- Advanced degree preferred.
- Professional certifications desired.

Travel: Some travel throughout the Archdiocese and to conferences as required.

Salary: Commensurate with background and experience (\$200-225K). Comprehensive benefit program provided by the Archdiocese (details will be furnished to finalist candidates).

Application Deadline: November 1, 2023
(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)

For consideration, please email resume to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

Note: Only those selected for an interview with the search committee will be contacted.

Search managed by:

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P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com