



# PRESIDENT

August 29, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**Catholic Charities of the Archdiocese of San Antonio Inc.** was established in 1941 by Archbishop Robert Emmet Lucey as the Catholic Welfare Bureau, the social service arm of the San Antonio Archdiocese, to serve as a coordinating agency for other archdiocesan welfare programs, centering especially on the welfare of families and children in need.

Archbishop Lucey recruited Helen Montegriffo to head the program. In 1941, the Archdiocese of San Antonio included 195,000 Catholics. Montegriffo surveyed the needs of poor Catholics and, after only a few months, concluded that “it is impossible to picture the conditions that have been revealed” in San Antonio, including “hunger, nakedness, pain, disease, despair, ignorance, filth, and crime.”

In the agency's first year, it assisted over 3,120 families and individuals, primarily in the form of financial assistance. However, other services such as education, food and referrals were also provided. From that point forward, the services were expanded to address the needs of the community, and structured programs were created to focus on specific relief programs. Some of these early programs included family and children's services, natural family planning, jail ministry, hospital chaplains, Emmanuel Center for the Disabled, and foster and adoption programs.

Archbishop Lucey stated shortly before his death, “Fighting for the poor leaves no room for regrets.” He died on August 1, 1977.

Throughout the history of the agency, programs have been established to better serve vulnerable populations in San Antonio and the 19 surrounding counties which make up the Archdiocese of San Antonio. More recently, Catholic Charities has expanded its service to the community by bringing other organizations under the agency's umbrella, including Senior Community Services in 1999, Catholic Charities' Counseling Center and Guadalupe Home in 2001, San Antonio Birth Doula in 2005, Guadalupe Community Center in 2006, Seton Home in 2015 and St. Peter – St. Joseph Children's Home in 2016.

## Mission

The mission of Catholic Charities is to provide for the needs of our community through selfless service under the sign of love.

**Position:** President & Chief Executive Officer

**Reports To:** Board of Directors

**Supervises:** Chief Operating Officer, Chief Development Officer and Executive Assistant

## Position Summary:

The President & CEO of Catholic Charities is responsible for providing compassionate leadership and strategic oversight of a multi-agency (Catholic Charities, Seton Home and St. PJ's) nonprofit dedicated to serving the most vulnerable individuals and families in our community.

The CEO is responsible for ensuring that the agency's operations and leadership are rooted in Catholic Social Teaching and aligned with the mission of Catholic Charities. This includes fostering strong relationships with parishes, the Archdiocese, and Catholic institutions to promote collaborative service, outreach, and spiritual identity. The CEO is a visible and active leader in advancing the agency's commitment to human dignity, solidarity, and the preferential option for the poor, in partnership with Church leadership and faith-based communities. The CEO must be capable of growing and adapting services in response to evolving community challenges while ensuring the organization remains fiscally sound, operationally strong, and strategically positioned to expand its impact across the region.

## Position Responsibilities:

### Leadership & Strategic Management

- Provide vision, leadership, and strategic direction to ensure that all agency initiatives align with the mission and values of Catholic Charities.
- Lead agency-wide strategic planning, organizational development, and Performance Quality Improvement (PQI) initiatives to enhance service delivery, operational efficiency, and mission effectiveness.
- Cultivate a collaborative, mission-driven organizational culture that champions innovation, ethical leadership, accountability, and a relentless focus on serving the most vulnerable.
- Ensure alignment of organizational priorities with current and emerging social issues, enabling the agency to respond nimbly to changing community needs.
- Act as a thought leader in the nonprofit and social service sectors by promoting the agency's approach and outcomes to regional and national audiences.



### **Fiscal Responsibility**

- Provide strategic fiscal oversight of the agency, ensuring sound financial management in collaboration with the Chief Operating Officer. This includes reviewing and approving annual budgets, monitoring financial performance, and guiding long-term financial planning to support sustainability and mission growth.
- Lead strategic efforts to grow and diversify the agency's financial resources through prudent investments, development of endowments, and identification of innovative revenue-generating opportunities.

### **Program Development & Oversight**

- Oversee the development, implementation, and evaluation of high-impact social service programs that are data-informed, outcomes-driven, and responsive to evolving community needs.

### **Fund Development & Stewardship**

- Cultivate lasting relationships with major donors, philanthropic foundations, corporate partners, and institutional funders.
- Monitor fundraising strategies that strengthen financial sustainability, promote donor stewardship, and expand unrestricted and mission-aligned support.
- Ensure organizational readiness for major campaigns and capital fundraising efforts, working closely with the board and Mission Advancement team to reach goals.
- Maintain regular and transparent communication with donors about the impact of their gifts, fostering trust and long-term engagement.

### **Community Engagement & Advocacy**

- Represent Catholic Charities as a visible and credible leader within the broader community, faith-based community, and among public and private sector stakeholders.
- Build strategic alliances with the Archdiocese, parishes, government entities, nonprofit organizations, and advocacy coalitions to advance the agency's mission and influence systemic change on behalf of those served.
- Serve as a leading voice on issues of social justice, poverty alleviation, and human dignity, ensuring the agency's perspective is reflected in public dialogue.
- Engage with local and national networks, such as Catholic Charities USA and other sector coalitions, to share best practices and elevate the agency's profile.

### **Board Development & Governance**

- Partner closely with the Board of Directors to uphold effective governance practices, ensuring the Board is well-informed, engaged, and equipped to fulfill its fiduciary and strategic responsibilities.
- Lead efforts to strengthen board capacity through recruitment, orientation, ongoing development, and active involvement in strategic planning.

- Ensure that governance policies and practices reflect high standards of accountability, ethical leadership, and nonprofit best practices.
- Provide timely, comprehensive reporting and analysis to the board to support informed oversight and decision-making.
- Facilitate strong communication between board members and leadership to foster trust, shared purpose, and alignment.

### **Catholic Identity and Mission Responsibilities**

- Serve as the agency's primary liaison to the Archdiocese, collaborating with the Archbishop and other diocesan leaders to align strategic efforts and uphold Catholic identity.
- Cultivate meaningful partnerships with local parishes to support community engagement, parish-based social ministry, and access to services for parishioners in need.
- Ensure the integration of Catholic Social Teaching into all programs, policies, and public advocacy efforts, while welcoming and serving people of all faiths and backgrounds.

### **Additional Duties**

- Perform other duties as assigned by the Board of Directors

## **Competencies:**

Competency	Description
Adaptability	Ability to adjust to changing conditions and remain committed to excellence.
Advocacy	Ability to support and engage in behavior that addresses systemic barriers and issues facing others, which may take place in a fast-paced environment.
Building Collaboration	Ability to develop, maintain and strengthen internal and/or external relationships in order to build momentum and accomplish set goals and/or the organization's Mission.
Business Acumen	Ability to utilize extensive business knowledge and experience to formulate and successfully deliver on short-term and long-term organizational objectives.
Communication	Ability to effectively share information and ideas of various degree of difficulty and sensitivity through different means of communication and to diverse audiences. (Verbal and/or written)
Critical Thinking	Ability to actively and skillfully process and generate information and belief using a set of core skills – analysis, evaluation, inference, deductive reasoning, and inductive reasoning.

Developing Others	Ability to see the potential in others and engage them in a way that leads to their ability and willingness to enhance their knowledge, skills and/or abilities to greater levels of proficiency.
Influence	Ability to gain support from others for various objectives and initiatives.
Integrity / Honesty	Ability to conduct self in ways that are in concert with the organization's standard of conduct when advocating for and influencing others and executing responsibilities.
Leadership	Ability to exhibit behavior and skills that contribute to superior performance by motivating others to become engaged and act.
Motivational	Ability to enhance others' commitment to their work and energize others via one-on-one and / or group presentations.
Managing Change	Ability to be flexible during changing conditions while maintaining commitment to excellence in an effort to meet team objectives.
Results Oriented	Ability to remain focused on objectives of the organization / program and being able to meet or exceed desired outcomes and deliverables.
Solution Oriented	Ability to identify various challenges, think outside the box, be innovative, and formulate possible solutions.

## Qualifications:

### Education

- Master's degree in Nonprofit Management, Business Administration, Social Work, Public Administration, or related field.

### Experience

- Minimum of 10 years of progressive leadership experience, preferably in nonprofit, faith-based, or social service organizations.
- Strong financial acumen and experience managing complex budgets and funding sources (i.e., federal/state/local grants, private donations).
- Proven track record in fund development and donor engagement.
- Deep understanding and commitment to Catholic Social teaching and the mission of Catholic Charities.
- Exceptional communication, organizational, and interpersonal skills.
- Experience working with boards of directors, boards of trustees and leading multi agency organizations.
- 5 years of experience in financial planning and budgeting.
- Substantial experience working in the nonprofit sector (United Way experience is desirable) and interacting with volunteers and diverse boards. Alternatively, extensive

senior strategic leadership experience in the management of organizations of comparable size and mission.

- A demonstrated ability to build collaboration with the community at large.
- Experience in building revenue and increasing philanthropic support.
- Must demonstrate a high level of intelligence and a desire to explore new ideas and innovative approaches to solving problems.
- Bilingual/Bicultural strongly recommended.

#### **License and Credentials**

- Reliable transportation
- Valid driver license
- Clean driving record
- Ability to pass background check

**Travel:** Travel requirements for the position includes 70% local and 30% non-local including overnight travel.

**Salary:** Commensurate with background and experience (\$250,000 base). Comprehensive benefit program (details will be furnished to finalist candidates).

**Application Deadline:** October 15, 2025  
*(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  
Senior Vice President of Recruiting  
Catholic Recruiter Associates  
**[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)**

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

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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