

A CENTURY of
HOPE
CATHOLIC COMMUNITY SERVICES
CATHOLIC HOUSING SERVICES



ASSOCIATE AGENCY DIRECTOR

February 15, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

[Catholic Community Services of Western Washington](#) has as its stated Mission: “Rooted in Catholic Social Teaching and the Gospel imperative, Catholic Community Services and Catholic Housing Services are outreaches of the Catholic Church in Western Washington, under the leadership of the Archbishop of Seattle and the Boards of Trustees. CCS and CHS answer the Gospel call to loving and compassionate service with particular concern for the sanctity of human life from conception to natural death and the dignity of the human person. Our employees and volunteers come from many faith traditions to serve and support poor and vulnerable people through the provision of quality, integrated services and housing. Our focus is on those individuals, children, families, and communities struggling with poverty and the effects of intolerance and racism. We actively join with others to work for justice.” For over 100 years, this living Gospel outreach has provided life affirming services to the marginalized population in Western Washington.

Position Title: Associate Agency Director

Reports to: Agency Director

Position Overview

This is a key leadership position within the \$70M services division of CCSWW. Reporting to the Agency Director, this general management position will lead King County employees in delivering services to the marginalized population in a wide geographic area of the State of Washington. Greater responsibility and career growth will be a goal of this position and the Agency Director to whom it reports.

Major Duties and Responsibilities

Mission Leader

SERVICES

Is responsible for ensuring that services which are developed and delivered through each Family Center are implemented in a way that upholds the values and mission of CCSWW.

PUBLIC AND COMMUNITY RELATIONS

Acts as a primary spokesperson for the Catholic Church on issues of human services within the King County service area. Is responsible for conveying the position of the Catholic Church and the values and mission of CCS in all public relations efforts.

Works under the direction of the CCSWW President and in collaboration with the CCSWW Agency Directors, the Washington State Catholic Conference and the CCSWW Director of Public Policy to assure that CCSWW develops a comprehensive and effective advocacy strategy. Acts as a spokesperson to the local communities, governmental entities and media on advocacy related issues.

SERVICE DEVELOPMENT AND DELIVERY

Acts as key leader in developing services that are integrated, strength-based and of the highest quality, relevant to the needs of the surrounding communities, cost effective and consistent with the CCSWW Service Philosophy. Working with the leadership, assures that each Family Center is built and sustained through the provision of services that are integral to the success of the Family Centers. Oversees the Quality Assurance program and holds each Family Center Director accountable to ensure that Quality Assurance goals and objectives are carried out.

COLLABORATION WITH CCSWW SYSTEM AND OPERATIONS STAFF

Works in collaboration with CCSWW and Operations staff, including but not limited to Long Term Care, Family Preservation, Finance and Accounting, Human Resources, Information Services and Legal. Supports and assists the CCS-KC Chief of Staff in the implementation of CCSWW service and operational strategies and decisions within the KC region. Works with the System Directors of Long Term Care and Family Preservation to provide a continuum of integrated services within each Family Center. Assures Family Center compliance with agreed upon annual budgets and fiscal operating protocols and standards. Oversees the development of and recommends for approval the annual budget, and, in consultation with the CCSWW finance staff, assures sound fiscal management of all Family Center resources.

EXTERNAL PARTNERSHIPS AND COLLABORATIONS

Is responsible for ensuring that appropriate partnerships and collaborative relationships are established with other organization in the community such as Human Service agencies, Catholic parishes, other church congregations, United Way, Girl and Boys Clubs, vocational technical schools, local government, etc.

Also works with CCSWW to assure the development and implementation of appropriate collaborative relationships with health care providers to ensure that an appropriate continuum of human services and health care services is provided to the community through each Family Center.

CCSWW Leadership Groups

Convenes and provides leadership and vision to the CCS-KC Leadership and Management teams. Assures that all CCSWW service and operational goals and objectives are supported, clearly and accurately communicated and carried out.

Is member of the CCSWW Directors Group as convened and led by the CCSWW President. Provides input to the President on CCS-KC issues related to carrying out the CCSWW Mission, fundraising and public relations strategies, and advocacy efforts.

Required Skills and Competencies

- Comprehensive knowledge of human services principles and practices including planning, service integration, quality assurance and fund development strategies.
- Comprehensive knowledge of homeless, shelter, harm-reduction programs, how to manage growth.
- Fundamental understanding of accounting principles, including formulating and managing complex budgets.
- Ability to translate complex policy and service delivery issues and facilitate dialogue that influences and results in social change.
- Demonstrated commitment to hiring and retaining people of color; culturally competent with desire to build and enhance knowledge and understanding of people, regardless of race, ethnicity, religious belief, physical/mental abilities, lifestyle, etc.
- Understanding of and commitment to the social teachings of the Roman Catholic Church.
- Commitment to establish and maintain effective working relationships with CCSWW, religious and community leaders and public officials.
- Effective communicator on all levels, orally and in writing.
- Capacity to supervise others in utilizing a strength-based approach.

Minimum Qualifications

- Master's degree in Social Services or related field.
- Minimum of seven (7) years in similar leadership position within human services, not-for-profit organization(s), including supervision of key staff.
- Active member of the Roman Catholic Church.
- Proven track record in developing, maintaining and managing effective human services in areas of shelter homeless.
- Proven track record in developing and implementing fund development strategies resulting in achieving objectives.
- Highly competitive with comprehensive benefit package

Application Deadline: May 30, 2022 (Note: 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
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Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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