



Providing Help • Creating Hope



CHIEF EXECUTIVE OFFICER

March 6, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

[Catholic Charities San Bernardino & Riverside Counties](#) is a community-based and faith-based, highly mission-driven organization and one of the most accomplished nonprofit providers of social services in the Inland Counties of Southern California. Catholic Charities is a multi-service social service organization that provides a range of critically necessary social services to under-resourced individuals and families in need throughout the Inland Counties region. Our core programs include Family Assistance Services, Immigration Services, Counseling Services, and Neighborhood Outreach. Our purpose is to fight poverty and its consequences through crisis intervention and strengthening individual potential resulting in new opportunities and changed futures.

Incorporated in 1980, Catholic Charities is a 501(c)3 public benefit nonprofit organization and is also commissioned by the Catholic Church in our local diocese to *“Provide Help, Create Hope”* for the poor and vulnerable in our region. Catholic Charities is guided by the core values of Catholic Social Teaching. These values are rooted in the belief of the dignity and worth of all people and the understanding that all people have the right to access all that they need in order to achieve fulfillment. Toward this aim, the organization is also affiliated with the national and state-wide network of Catholic Charities agencies.

Position Title: Chief Executive Officer

Reports To: Board of Directors

Position Summary:

Catholic Charities provides compassionate social services that respond to the suffering of the vulnerable and those in crisis in our local communities. We are seeking a passionate, mission-driven, and operationally sound leader who can simultaneously maximize impact, ensure long-term financial sustainability, and manage our diverse and ever-changing programs and circumstances. The CEO will raise Catholic Charities' visibility, inspire others to engage with our mission, and will be driven to produce demonstrable results.

Essential Duties & Responsibilities:

Executive Leadership and Organizational Management

- Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board of Directors and corporate documents.
- Present strategic options and plans for organizational impact and gain Board support as needed to carry out the work of the mission of the organization.
- Perform general management duties overseeing the day-to-day operations of the organization and ensure its overall successful long-term operations.
- Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact in the region.
- Continually foster a culture that encourages collaboration between leadership staff, administrative functions, and service delivery.
- Inspire a mission-driven, business-oriented, professional, results-driven environment across the organization.
- Model and promote the organization's values and culture, setting a high standard of respect and ethical behavior in all interactions.
- Serve as a servant leader providing guidance, motivation, and support to succeed in their roles.
- Lead, coach, and develop organization's management team.
- Maintains official records and documents and ensures compliance with federal, state, and local regulations pertaining to 501(3) status.
- Maintains a working knowledge of developments and trends in the field of social services.

Development and Fundraising

- Develop and lead the implementation of a comprehensive fund development plan.
- Identify and engage with government entities and new and known foundations, community partnerships, and donors to increase revenue for operations and/or program support.
- Develop competitive funding applications and proposals to obtain public/private revenue to support the mission and work of Catholic Charities.
- Engage the Board and other stakeholders to identify and secure funding support.
- Expand fundraising activities including the annual giving campaign, special events, and increasing monthly donor support.
- Develop and implement donor stewardship plans to secure ongoing support, including regular communication, recognition, and engagement opportunities.
- Ensure that the organization raises enough funds to meet its annual goals.
- Maintain up-to-date knowledge of best practices in nonprofit fund development and fundraising.

Board Relations

- Communicate effectively with the Board by providing all information necessary to function properly and make informed decisions.
- Strictly adhere to current Board Governance Policies and offer opportunities for further policy specificity when necessary or additional policies as needed.
- Maintain regular communication with the Board.
- Commit to building, strengthening, and sustaining all Board functions and activities.
- Assist Board Chair to develop Board Meeting agendas, attend all Board meetings, and provide reports and updates on the organization's current operations/performance and future directions.
- Gracefully and gratefully assist the Board in its operations, administration, planning, and information dissemination.
- Work closely and openly with the Board and its committees ensuring ongoing communication of risks, issues, as well as successes.
- Maintain appropriate boundaries between CEO, staff, and Board of Directors.

Financial Management and Administration

- Assume responsibility for the fiscal integrity of the organization.
- Oversee the organization's financial management in partnership with the Chief Financial Officer (CFO) to ensure practices of financial prudence for long-term sustainability.

- Working with the CFO and other key staff, oversee the development of an annual budget and ensure it aligns with the organization's goals and priorities.
- Monitor board-approved budget and manage financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization.
- Ensure that financial reports are accurate, timely, and presented to the Board of Directors.
- Maintain up-to-date knowledge of best practices in nonprofit financial management and ensure organization's financial policies and procedures are in compliance with all relevant regulations.
- Ensure the organization's financial stability and sustainability by maintaining healthy cash flow and adequate reserves.
- Works with an external audit firm to ensure that the agency is compliant at all times and there are no material weaknesses or deficiencies with the financial accounting systems and procedures.
- Provide strategic leadership for all of the administrative and operational functions of the organization in accordance with the mission, objectives, and policies.

Program Development and Management

- Identify new and existing programs that best align with the organization's mission and ensure that all programs are effective, efficient, and address the needs of the organization's constituents.
- In collaboration with the Director of Services, oversee the day-to-day operation of programs, working to ensure that programs are executed with excellence and impact.
- Use data and feedback to improve services and our interface with the community.
- Identify possible opportunities for additional services that enhance the mission.
- Ensure that programs are operating in accordance with all relevant regulations and guidelines, maintaining compliance with legal and ethical standards.
- Assess and respond to changing community needs throughout the region.

External Relations and Communications

- Manage all aspects of the organization's marketing and public relations.
- Develop and implement a comprehensive marketing and communications strategy to increase the organization's visibility and community outreach.
- Create and maintain the organization's brand and messaging across all channels and platforms.
- Present and promote the organization's mission to key stakeholders, including donors, volunteers, community partners, and the media to increase awareness and support.

- Use external presence to garner new opportunities.
- Serve as chief spokesperson at events, conferences, and key partnership meetings.
- Represent CCSBRV as a liaison to Catholic Charities USA, Catholic Charities of California, Diocese of San Bernardino, churches, community agencies, and government offices.

Qualifications:

Education & Experience

- An advanced degree from an accredited college or university in a field related to CCSBRV's mission and services. MSW preferred, not required.
- Minimum of five years' experience as a non-profit CEO/Executive Director or minimum of five years proven experience leading a similar or larger size nonprofit or related entity.
- Experience or strong interest in Fund Development.

Personal Characteristics

- Treats people with dignity and respect and inspires the trust of others.
- Works ethically and with integrity in collaboration with diverse groups of people.
- Demonstrates passion, idealism, integrity, and positive attitude.
- Self-directed.
- Maintains an enthusiasm that encourages community participation and support.
- Organized and deadline oriented and utilizes well developed time management skills.
- Displays self-confidence, persuasiveness, decisiveness, and persistence.
- Expresses thoughts clearly and professionally in both written and verbal form.
- Excellent motivational public speaker with the ability to communicate the mission and work of Catholic Charities within the agency, to the Catholic Community, other supporters, community partners, and to the general public.
- Ability to adapt to a changing environment, identify problems, brainstorm and evaluate options, and implement the best solutions.
- Strategic thinker who is able to balance short-term needs with long-term planning.
- Ability to exhibit sound judgement and seek counsel when needed.
- Ability to methodically confront challenges.
- Ability to be analytical and objective when problem solving and visioning future directions for the organization.

Other Qualifications:

- Sufficient knowledge and embrace of Catholic social values, practices, and culture needed in the performance of the job as the Social Outreach Ministry of the Diocese of San Bernardino.
- Must be able to work a flexible schedule, including evenings & weekends.
- Demonstrates proficient computer skills and familiarity of Microsoft Office software applications including Outlook, Word, Excel, and PowerPoint.
- Must successfully pass a child abuse registry check and criminal background check.
- Must be licensed to operate a motor vehicle and has the ability to meet agency auto insurance requirements.
- Bi-lingual Spanish preferred, not required.
- Pastoral background preferred, not required.

Travel: Local travel routinely required. Occasional statewide & national travel required.

Salary: \$145,000-\$155,000; health, dental, and vision insurance; retirement plan; paid time off.

Application Deadline: May 15, 2024

(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:

Grant Underwood
Senior Director, Recruiting
Catholic Recruiter Associates
Grant@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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