



THE DIOCESE OF SPRINGFIELD, MASSACHUSETTS  
*serving berkshire, franklin, hampden & hampshire counties*



# EXECUTIVE DIRECTOR FOR CATHOLIC CHARITIES

November 18, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The **Diocese of Springfield, MA** is led by Bishop William D. Byrne and serves Catholics throughout Western Massachusetts, consisting of Berkshire, Franklin, Hampden, and Hampshire counties.

The Diocese was founded on June 17<sup>th</sup>, 1870 by Pope Pius IX, making the Diocese of Springfield a suffragan of the Archdiocese of New York.

The Diocese is comprised of 79 parishes and 7 missions with more than 199,289 registered Catholics spread throughout the four western counties of Massachusetts.

## Essential Duties & Responsibilities:

The Executive Director is responsible for overseeing all program management of Catholic Charities throughout the Diocese of Springfield. This includes but is not limited to:

- Direct supervision of program managers.
- Community relations.
- Program funding and development.
- Develop and maintain budget.
- Quality assurance.
- Contract compliance and reporting for all agency programs, including but not limited to:
  - Community and Parish Partnerships
  - Immigration Services
  - Emergency Assistance
  - Catholic Campaign for Human Development
  - Catholic Relief Services
  - Western Mass Funding Resource Center
  - H.I.V. Services
  - Parish Social Ministry
- Assist in developing and monitoring agency long range plans and program goals.
- Consistently meet accreditation and licensing requirements for program services.
- Participate in community groups to ensure agency services are pertinent.
- Implementation of integrated services to serve as an advocate for those with mental health issues, are food insecure, lack access to housing, or are migrants and refugees.
- Development of collaborative networks.
- Enforcement of agency policies and procedures.
- Promote the mission, work, and activities of Catholic Charities in a positive manner with all staff, clients, and the general public at all times.
- Respond appropriately to the cultural differences present within the community.
- Other duties as assigned.

## Qualifications:

- Master's degree in management, social work, or a related field preferred.
- Minimum of 5 years senior leadership in a similarly sized family service agency.
- Experience managing and supervising staff.
- Experience in forecasting, program contracting, and fund development.
- Understanding of Catholic social teaching and commitment to the role of the agency within the social mission of the Catholic Church.
- Bilingual English/Spanish preferred.
- Basic computer competency in MS Office and Windows.

**Salary:** Commensurate with background and experience.

**Application Deadline:** January 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:



EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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