

# Catholic Charities

*Diocese of Nashville*



## DEPUTY EXECUTIVE DIRECTOR – ADMINISTRATION

| August 29, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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On July 17, 1962, [Catholic Charities of Tennessee, Inc.](#), as the organization was known until late 2020, was organized at the request of William L. Adrian, Bishop of the Diocese of Nashville, which at that time included the entire state of Tennessee. Msgr. Leo Siener was named the first executive director and his staff included one secretary and, by the end of 1962, four caseworkers. The office was located in the Chancery at 421 Charlotte Avenue, Nashville, Tennessee, and was established with a \$100 donation and a \$1,000 loan from the Diocese. Between August, 1962 and July, 1966, foster homes were established for 43 Cuban children. In March 2010 Catholic Charities, in partnership with Catholic Charities USA, hosted one of 10 regional Poverty Summits across the nation, at the Curb Event Center of Belmont University. The main focus of the summit was how to reduce poverty in the U.S. Catholic Charities Adoption Support and Preservation program received an award from Catholic Charities USA for their outstanding work in reducing poverty among children.

In May 2010 the city of Nashville experienced a 100-year flood, affecting the core downtown business district, as well as thousands in neighborhoods who were displaced for months. Catholic Charities became the lead agency in long-term recovery for affected residents. Funded through United Way's Restore the Dream initiative, case workers worked with flood survivors, in concert with diocesan parishes and community groups. [Full history here.](#)

**Position:** Deputy Executive Director – Administration

**Reports To:** Executive Director

## Job Summary:

Supports executive director and executive team in all areas of agency's operations, with particular attention to revenue generation, financial stewardship, development activities, staffing, and program oversight. Maintains ongoing and active networking with internal and external constituencies.

## Essential Duties and Responsibilities:

- Review and monitor monthly accounting of each program's operating budget, evaluating for efficacious and compliant use of funding, and sound fiscal management.
- Provides oversight of all agency policies and procedures pertaining to the delivery of services and recommends modifications as needed.
- Troubleshoots and investigates program operations and workload balance, to ensure priorities are managed timely and overall program key performance indicators are met, in concert with the agency's strategic vision.
- Conducts monthly check-ins with leadership at all program sites to preemptively address and resolve performance concerns, personnel issues, and assess team cohesion.
- Maintains regular contact with board members, to solicit feedback, mitigate concerns, and steward support, with the goal of strong board engagement and cultivation of referrals for new board members.
- Provides support to executive director and development staff in stewardship of major donors.
- Evaluates overall staff training and continuing education needs, coordinating with human resources staff to develop and implement new staff orientation to mission and ongoing professional training to ensure best performance.
- Prepares written reports and board meeting presentations.
- Assists other deputy executive directors and program directors when needed.
- Serves on diocesan committees and maintains contact with other Catholic organizations, including parishes.
- Fosters vigilance among staff in protecting the agency's reputation and reporting any internal and external threats.
- Researches and maintains intel on local nonprofits and other partner agencies.
- Represents executive director in her absence.
- Makes internal and external agency presentations.
- Prepare annual report to the Corporation.
- Serves as a member of the executive team.
- Performs other duties as assigned.

## Supervisory Responsibilities:

Human Resources, Information Technology

## Education and Experience:

- Master's Degree and 3 years of management experience OR
- Bachelor's Degree and 5 years of management experience
- Knowledge/experience in the fields of accounting and business management
- Knowledge/experience with nonprofit management and government contract-based revenue sources.

## Other Skills and Requirements:

- Strong oral and written communication skills and presentation abilities
- Excellent MS Office and database skills
- Organized and detail oriented and interpersonal skills
- Ability to work under pressure and meet deadlines
- Strong interpersonal skills with decision-making and problem-solving abilities
- Exercises good judgment
- Ability to handle confidential information with professionalism
- Shows initiative and works independently with minimal supervision
- Ability, interest, and willingness to work with diverse staff and clients

**Travel:** 20% - 30%; minimal overnight travel.

**Salary:** \$85,000-100,000 depending on qualifications and experience. This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

**Application Deadline:** October 1, 2022  
*(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](mailto:Brent@CatholicRecruiter.com)

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

Search managed by:



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