



EXECUTIVE DIRECTOR

March 19, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Diocese of Jefferson City spans 38 counties of Central and Northern Missouri and is home to 88,000 Catholics. Founded in 2011, Catholic Charities of Central and Northern Missouri is the charitable arm of the diocese and the 501c3 non-profit commissioned to fulfill the Church's mission in Central and Northern Missouri to provide care and create hope for the poor and vulnerable through compassionate social services.

Our programs and services include mental health counseling, disaster response, relief, and long-term case management, Hispanic community outreach, HUD-certified housing counseling, financial stability services, health, and nutrition services (including the client-choice food pantry), family reunification through legal immigration services, and resettlement services as the only local resettlement agency in mid-Missouri.

Job Summary/Description:

The Executive Director plans, develops, implements, directs, manages, and evaluates all charitable and social services, programs, and projects of CCCNMO, including managing all staff and volunteers, implementing office policies and procedures, and overseeing fundraising and the use of financial and other resources.

The Executive Director possesses a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities adheres to the social and moral teachings of the Catholic Church.

Position Title: Executive Director

Reports To: Board of Directors

FSLA Status: Exempt

Job Status: Full Time

Essential Duties & Responsibilities:

- Provides leadership for programs and projects, including promoting the mission, work, and activities of CCCNMO in a positive manner with all staff, clients, and the public.
- Implementing long-term strategic planning and periodic reviews, keeping the agency focused on its mission and goals.
- Development of policies governing the organization's programs and services, planned and coordinated with the Board of Directors.
- Working with the Board and the Senior Director of Development, strategizes, executes, and monitors a fundraising plan that includes prospect identification, cultivation, solicitation and stewardship through major gifts, individual funding, annual giving, and special event programs.
- Ensure visibility of CCCNMO in the communities we serve, develop a positive public image, and achieve volunteer and financial support.
- Responsible for reviewing all contracts with vendors and service providers and managing all grant processes, awards, and reimbursements.
- Manage all employees and volunteers.
- Supervises and meets regularly with the senior leadership team in the planning, development, and implementation of agency goals and objectives.
- Attracts and retains appropriate staff, optimizes organizational structure, and oversees recruiting, training, professional development, and staff evaluation.
- Provide staff, volunteers and board members with in-service training and education as needed.
- Attends all meetings of Board of Directors.
- Promote timely, engaged, and mission-oriented board deliberations.
- Prepare regular reports to the Board of Directors on operations, finance, and implementation of the long-term plan.
- Manages the preparation, revision, and monitoring of the annual operating budget and ensures the program activity and staffing remain within budgetary limits.

- 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.
- Represent CCCNMO as a liaison to Catholic Charities USA, churches, community agencies, and government offices.
- Develop positive relationships with pastors and donors.
- Assess and respond to changing community needs throughout the many communities in central and northern Missouri.
- Ensure that the agency consistently meets accreditation and licensing requirements for program services.
- Manages and verifies the agency is compliant with all contractual, professional, and governmental obligations as well as all federal, state, and local human resource payroll rules, laws, and regulations. Assures all legal and regulatory documents are filed and CCCNMO complies with relevant laws and regulations.
- Other duties as assigned.

Supervisory Responsibilities:

- This position directly supervises Senior Director level positions within CCCNMO with ultimate responsibility for an organizational staff of 50+ employees.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

- An advanced degree from an accredited college or university in a field related to CCCNMO's mission and services.
- Demonstrate knowledge of Catholic social teaching and is a practicing Catholic.
- Three to five years' experience in management and delivery of services and programs in similar organizations.
- Experience with overseeing fundraising, grants, and use of financial and other resources.
- Experience with Major Gifts, Planned Gifts, and Annual Giving Programs.
- A Certified Fund-Raising Executive (CFRE) certification is desired.

Computer Skills:

- Demonstrates proficient computer skills and familiarity of Microsoft Office software applications including Outlook, Word, Excel, and PowerPoint.
- Demonstrates familiarity and proficiency with Internet tools and techniques for searching, extracting, and processing information.

Workplace Ethics:

- Treats people with dignity and respect.
- Inspires the trust of others.
- Works ethically and with integrity.
- Maintains and safeguards confidential information.
- Must possess a strong commitment to the mission of Catholic Charities including the understanding of Catholic Social Teaching and ability to demonstrate the philosophy and values of the agency. The identity of the agency is clearly Catholic. As such, Catholic Charities' staff adheres to the social and moral teachings of the Catholic Church.

Communication Skills:

- Has outstanding communication skills both written and oral.
- Exhibits good interpersonal communications skills, including the ability to establish and set strong personal boundaries.
- An individual who can empathize yet holds personnel accountable for their respective duties and responsibilities.
- Keeps others adequately informed and exhibits good team building abilities.
- Expresses ideas and thoughts clearly in both written and verbal form.
- Exhibits good listening and comprehension skills; seeks clarification when needed and selects and uses appropriate communication methods.
- Ability to communicate and interact with a wide variety of people having diverse social concerns and problems.
- Is an excellent public speaker with the ability to communicate the mission and services of Catholic Charities both within the agency and community.

Language Skills:

- Possesses the ability to write routine reports, business correspondence, and procedure manuals.
- Has the ability to effectively present information and respond to questions from employees, managers, clients, and the public.
- Has the ability to respond professionally to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Reasoning Ability:

- Has the ability to adapt to a changing environment, to identify problems, brainstorm and evaluate options, and implement the best solutions.
- Has the ability to gather data and analyze information through critical thinking to inform decision making.

Other Qualifications:

- Must successfully pass a child abuse registry check and criminal background check and requires completion of the Protecting God's Children VIRTUS training session.
- Licensed to operate a motor vehicle and has the ability to meet agency auto insurance coverage requirements.
- Local travel required.

The work of Catholic Charities serves as an expression of the ministry of evangelization of the Roman Catholic Church by serving the poor and most vulnerable in our society. Although staff are not to proselytize, they are, however, expected to be guided in every way by the teachings of the Catholic faith in their daily work. These include Church teachings on abortion, sterilization, abstinence, and the sanctity of the family as well as fidelity to the Catholic ethical religious directive of the United States Conference of Catholic Bishops. In addition, all staff are invited to attend periodic Catholic Masses. As employees of Catholic Charities, it is further expected that staff will adhere to the Diocesan code of conduct. Employees are expected to not only perform duties consistent with the Doctrines of the Catholic faith, but outside of the workplace they are expected to refrain from publishing any communication in any form, electronic or otherwise, that affiliates them with Catholic Charities in a manner that is inconsistent with the doctrine of the Roman Catholic faith.

Travel: Local travel required.

Salary: Highly competitive with comprehensive benefit package.

Application Deadline: June 15, 2023

(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

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

Search managed by:

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