



CHIEF EXECUTIVE OFFICER

July 17, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Catholic Charities of the Diocese of Oakland, also known as **Catholic Charities East Bay** aids and assists vulnerable communities within Alameda and Contra Costa Counties, which are situated in the East Bay Area of Northern California. Catholic Charities operations started in 1935 when 36 Catholic Aid agencies in Alameda County consolidated to form a newly affiliated Catholic Charities serving the poor and marginalized during the Great Depression. It expanded to Contra Costa County in the 1960's. Catholic Charities East Bay is a part of California's largest network of social service providers (Catholic Charities of California), which provides leadership, resources, and collaborative opportunities to expand the professional delivery of human services to people of all cultures and beliefs throughout the state.

Catholic Charities serves all and celebrates the diversity of its community, including people of all backgrounds, regardless of race, ethnicity, gender, sexual orientation, and religious or spiritual affiliation or belief. Catholic Charities East Bay's impact has reached 3,191 individuals last year consistent with its mission to support children, youth, families and seniors from crisis to stability to well-being.

Catholic Charities East Bay relies on a variety of funding sources to support their nearly \$9.4M operating budget. Nearly \$4.6 M is derived from grants, \$2.5M from donations, \$1.3M from investment draws, \$.5M from fees for service and \$350K from other sources. The current employee population of 44 performs a variety of functional roles serving the various programs and outreach of the organization. The variety of services support the Gospel mandate to serve "the least of mine" and can be found in **services**. The impact of these programs can be found **here**.

Position Title: Chief Executive Officer

Reports To: Board of Directors

Direct Reports: Chief of Staff (Operations/Administration), Chief Financial Officer, Chief Program Officer, Director of Mission Advancement, Deputy Chief of Communications and Marketing, and Human Resources Manager.

Position Overview:

Responsible for the overall direction, management and operations of Catholic Charities East Bay (Catholic Charities) and, together with the Board of Directors, for strategic business planning that provides clear direction and a sense of priorities to foster the development of Catholic Charities' vision and mission. Oversees fundraising, fund and program development, implementation and evaluation to enhance the internal organizational processes and infrastructure that will allow for growth and increased sustainability. Represents the agency to the community including building strong relationships with key stakeholders and supporting fund development activities.

Responsibilities:

- Ensures that the mission and vision of Catholic Charities are carried out effectively, efficiently, consistently and collaboratively.
- Initiates, in collaboration with the Board of Directors, long-range strategic and operational planning, and works with the Board to communicate it effectively within Catholic Charities. Is responsible for communication and oversight and is accountable for leading the development and implementation of the overall strategy, including providing timely organizational performance results for Board of Directors review.
- Ensures that the organization adheres to a sustainable financial plan by developing and managing the annual operating budget with assistance from the Chief Financial Officer (CFO).
- Secures grants and development funding to maintain and expand program services and works closely with Chief Program Officer and Director of Mission Advancement to increase capacity and improve client services.
- Inspires and motivates the senior leadership team
- Facilitates collaboration and communication among divisions.
- Represents Catholic Charities to numerous community stakeholders and groups of associations and agencies and serves as the chief spokesperson for Catholic Charities to the media.
- Interfaces with parishes and the interfaith and political leadership of the community.
- Oversees the development and implementation of an annual advocacy agenda.

- Maintains awareness of both the external and internal competitive landscape, opportunities for expansion, customers, markets and new industry developments and standards.
- Serves on the Board of Directors of Catholic Charities as Board Secretary, an officer of the Corporation, and therefore, is a member of the Executive Committee.
- Serves on other Board committees as required.
- Serves on the Board of Directors of Catholic Charities of California.
- Participates in Catholic Charities USA diocesan director activities.
- Works closely with Board members, Grants and Development staff to identify, cultivate and solicit potential major donors from both public and private sources in support of the programs of Catholic Charities.

Qualifications & Requirements:

- Bachelor's Degree required, preferably in the fields of non-profit management, human services, social work or related disciplines, or business administration.
- Advanced degree preferred in a related field of study.
- Intimate knowledge of the service population needs and capabilities of social service organizations to minister to marginalized people. Local knowledge of this landscape in the East Bay a plus.
- Strong financial skills from an operating and strategic perspective.
- Experience with tracking and monitoring federal, state, and local funding trends.
- Effective and consistent management style (Promises fulfilled)
- Ten years relevant work experience and five years of proven executive leadership in a diverse and complex service organization.
- Experience securing and managing large grants.
- Experience building and maintaining relationships with board members, staff, clients, donors, funders and high-net-worth supporters.
- Experience developing and implementing strategic plans.
- Experience building formal coalitions and working collaboratively with diverse stakeholders.
- Experience working in resource-constrained environments.

Required Knowledge, Job Skills, & Abilities:

- Ability to communicate and promote the vision and mission of Catholic Charities.
- Ability to perform duties in the context of the existing culture of Catholic Charities.
- Willingness to identify as a faith-based leader grounded in a sense of vocation and ministry.

- Familiarity with and a strong commitment to Catholic Social Teaching.
- Ability to work effectively with the Board of Directors, staff, clients, donors, internal and external constituents, including diverse groups of individuals from many cultures and walks of life.
- Ability to foster collaborative management that is based on open, transparent, continual communication, information sharing, and inclusive decision-making.
- Ability to create a work environment based on trust, honesty and mutual respect.
- Ability to lead a group toward a common goal.
- Ability to focus on the most important projects, to be well-organized, self-disciplined and to get things accomplished on time with proper expenditure of resources.
- Ability to understand complex systems (church structure, multi-service agencies, interfaith and community partners)
- Must be a team player, demonstrate integrity, exercise discretion and dependability, adhere to a professional code of ethics and function well under stressful situations.
- Must display sensitivity, tact and responsiveness in various situations.
- Must maintain a high level of confidentiality.
- Demonstrated understanding and practice of servant leadership.

Licenses: Valid state driver's license.

Computer Skills: Proficiency in financial software and MS Office, including Outlook, required.

The Church shares in the mission of Jesus Christ who called all followers to lead a just life. In fidelity to that mission, Catholic Charities East Bay strives for justice in employment practices. To this end, Catholic Charities East Bay promotes equal opportunity for all persons with regard to recruitment, hiring, training, transfer, promotion and separation from employment. Employment decisions are made on the basis of qualifications that meet the needs of Catholic Charities East Bay, and not on the basis of race, color, national origin, ancestry, sex, age, religion (except where ordination of religious belief or practice is determined by Catholic Charities East Bay, in its sole discretion, to be a qualification for a position), marital status or veteran status, sexual orientation, physical or mental disability or medical condition, or any other characteristic protected by law. To the extent, Catholic Charities East Bay has adopted policies reflected in civil laws, Catholic Charities East Bay is not waiving any legal exemptions or exceptions that apply to religious non-profit organizations.

Salary: Highly competitive with comprehensive benefits package.

Application Deadline: October 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:

Brent Morton
Senior 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:

CATHOLIC RECRUITER ASSOCIATES

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P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
info@catholicrecruiter.com
www.catholicrecruiter.com