



Catholic
Charities
North Dakota

Helping people. Changing lives.



EXECUTIVE DIRECTOR

January 2, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Catholic Charities North Dakota offers adoption, pregnancy, guardianship, and counseling services to help improve the lives of North Dakotans.

- The Pregnancy, Parenting and Adoption Services (PPAS) program provides services to assist women as they embark on their pregnancy journey. Pregnancy and parenting education is offered as well as help with baby supplies and basic needs support. Social workers also offer adoption education and facilitation if that is what a client decides is best for them and their baby. Adoption Services assist families looking to grow their family through adoption. We specialize in five different types of adoption including North Dakota infant adoption and international adoption.
- The Adults Adopting Special Kids (AASK) program is North Dakota's adoption program for children in the foster care system. AASK strives to build permanency for children by placing them with nurturing and dedicated families who are committed to children for a lifetime.
- Counseling Services provides therapy to individuals, couples, and families of all ages through both in office and telehealth sessions.
- The Guardianship Services for the Vulnerable program provides guardianship services to vulnerable individuals such as the elderly or those with mental health concerns 18 years of age and older, providing support and direction for the individuals who have no source of support and are having difficulty living and making decisions in their daily lives.
- The Guardianship Division for Individuals with Intellectual Disabilities provides court-appointed guardianships to adults with intellectual disabilities. Our guardians help the individuals that we serve make good decisions in all aspects of their lives to help maintain the highest level of independence possible.
- The Charity Care program provides people of all faiths financial assistance for food, clothing, shelter, gas, and other expenses. In addition, we provide disaster response for help with flood, wind, and tornado relief for victims in North Dakota regardless of race, creed, or socio-economic status.

Job Duties & Responsibilities:

Board Governance

- Communicate effectively with the Board of Directors and provide, in a timely and accurate manner, all information necessary for the Board of Directors to function properly and to make informed decisions.
- Work closely and collaboratively with the Board of Directors to provide leadership, financial oversight, and program development.
- With the Board of Directors, develop short and long-term strategies that will allow the organization to carry out its mission.
- Review, develop and implement policies and procedures authorized and directed by the Board of Directors.
- All other duties as assigned by the Board of Directors.

Administration

- Responsible for effective oversight of all organizational operations and program management, and tracking outcomes.
- Establish and update organizational policies and procedures for all operations and programs.
- Provide leadership and direction to staff to ensure organizational and administrative compliance with federal, state, local and diocesan regulations.

Financial Stewardship

- Responsible for preparing an annual budget and monthly financial statements that accurately reflect the organization's financial condition.
- Responsible for fiscal management that anticipates operating within the approved budget, ensuring maximum resource utilization and maintenance of a positive financial position.
- Under the direction of the Board of Directors, responsible for signing all notes, agreements, contracts, and other instruments made and entered into and on behalf of the organization.
- Identify, cultivate, and solicit current and potential donors and grants to support the programs of the organization.

Public Relations

- Enhance the organization's image and increase overall visibility throughout North Dakota.
- Maintain and develop relationships with community partners, stakeholders across North Dakota and with Catholic Charities USA.
- Plan and implement opportunities to promote the organization's story and image.
- Serve as the public "face" of the organization.

Qualifications:

- A practicing and committed Catholic who witnesses to and embraces Catholic teaching.
- A Bachelor's degree and five years of management experience, or a Master's degree and three years of management experience.
- Experience in financial management, budgeting, and fund development.
- Strong communication skills, written and oral, with the ability to communicate with a diverse audience.
- Ability to implement and execute short- and long-term strategic plans.
- Ability to train, motivate and develop staff so they perform as a cohesive team.

Travel: Minimal overnight travel.

Salary: \$120,000 - \$130,000; commensurate with background and experience.

Application Deadline: March 1, 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:

CATHOLIC RECRUITER ASSOCIATES

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