



**Catholic  
Charities**  
DIOCESE OF CLEVELAND



# PRESIDENT/CEO

August 27, 2024

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

---

**Catholic Charities of Cleveland** operates a multitude of programs and services to meet the needs of those in the communities we serve. As one of the largest comprehensive health and human services organizations in the region with locations and services across eight counties of the Diocese of Cleveland, Catholic Charities makes a tremendous impact throughout Northeast Ohio.

Under the leadership of **Bishop Edward C. Malesic** and inspired by the Gospel, Catholic Charities continues the mission of Jesus by responding to those in need through an integrated system of quality services designed to respect the dignity of every person and building a just and compassionate society. Catholic Charities Diocese of Cleveland envisions a world touched by God's love where we alleviate poverty and need and all people share justly in the blessings of creation.

Along with our sister ministry of St. Augustine Health Ministries, Catholic Charities delivers more than 150 services at 60 locations to over 400,000 individuals each year – providing help and creating hope for people of every race and religion throughout the eight counties in the Diocese of Cleveland (Ashland, Cuyahoga, Geauga, Lake, Lorain, Medina, Summit, and Wayne).

### Description of Cleveland/Northeast Ohio:

Northeast Ohio is home to 700-plus business headquarters, a workforce of 1.8 million people, and more than 25 higher education institutions with 40,000 annual graduates. The region is Ohio's largest economy – over 30% of the state – and has close proximity to 50% of the U.S. population. Northeast Ohio also boasts top rankings for corporate investment, business climate, and logistics. [\*\*Learn more about Northeast Ohio here.\*\*](#)

## Primary Function:

The President/CEO is the Chief Executive Officer of Catholic Charities Diocese of Cleveland and is responsible for the overall operations, property, and employees of Catholic Charities Diocese of Cleveland. The President/CEO also acts as the representative of the Bishop regarding health and human services in the Catholic Diocese of Cleveland. The President/CEO provides broad long-term and short-term strategic and business planning, leadership, direction, structure, resources, communications, reporting, and assessment to ensure the organization's mission as stated in the Corporation's Code of Regulations and the direction adopted by the Members and/or Board of Directors is accomplished.

## Duties & Responsibilities:

The President/CEO ensures that the activities of this position, assigned entities, and relevant programs are consistent with the mission, vision, and values of Catholic Charities, the Catholic Diocese of Cleveland, and the Catholic Church. The President/CEO directs the provision of all services provided by Catholic Charities Diocese of Cleveland and acts as primary representative for Catholic Charities Diocese of Cleveland with Catholic Charities USA and related responsibilities.

The President/CEO will identify the impact of the social teachings of the church on health and human services and programs, promote an awareness of the health and human service needs within the diocese, and guide advocacy in various forums for social reform to meet those needs.

They will also promote the services of Catholic Charities to the local communities and organizations within the region and the Diocese through public presentations, articles, appearances, and public relations efforts as well as coordinate the provision of services and programs of Catholic Charities Diocese of Cleveland annual goals and objectives into business work plans and oversee execution of the same with the support of the Board of Directors.

The President/CEO will collaborate with the Catholic Community Foundation in setting the goal of the annual Catholic Charities Appeal and in determining the total allocation of funds provided and direct the distribution of Catholic Charities Diocese of Cleveland funding on an annual basis. They will also approve and administer the annual budget for Catholic Charities Diocese of Cleveland in accordance with policies and procedures and sound general accounting principles to achieve a successful annual audit.

The President/CEO will attend meetings of the Board of Directors and various committees of the corporation and perform other duties and responsibilities appropriate to the position and as requested by the Members and/or Board of Directors.

## Role as Secretary of the Secretariat for Catholic Charities

The successful candidate will be appointed by the Bishop as Diocesan Secretary of the Secretariat for Catholic Charities and will serve in that capacity at the pleasure of the Bishop. The role of Secretary of the Secretariat for Catholic Charities is as an advisor to the Bishop and member of the Bishop's staff and is distinct from the role as President/CEO of the Corporation.



The role of Secretary will require completion of additional duties, including:

- Status as an ex officio member and/or director of certain affiliated corporations, including without limitation Catholic Charities Diocese of Cleveland, St. Augustine Health Ministries, and the Diocese of Cleveland Facilities Services Corporation.
- Serving as a member of the Bishop's Senior Staff engaged in the planning and coordination of the work of the Catholic Diocese of Cleveland.
- Collaborating as needed with Auxiliary Bishops, diocesan Secretaries, and other diocesan officials.
- Acting as liaison for the Bishop with other entities within the Secretariat.
- Supporting ministry to the pastoral and spiritual needs of agencies and offices within the Secretariat.
- Supporting ministry to the pastoral and spiritual needs of agencies and offices within the Secretariat.

### Professional Qualifications:

- Master's Degree in a related discipline with 5 – 10 years of progressive senior/executive level management of multiple facets of business including staffing, budget/finance, nonprofit fund development strategies, service design, and operations management experience.
- Must be a fully initiated and practicing member of the Roman Catholic Church with solid background and knowledge of the policies and practices of the church.
- Must have proven impactful executive level management experience in health and human services, non-profit business management practices, and financial management.
- Knowledgeable of the structure of the Catholic Charities Diocese of Cleveland system and the regional human services/non-profit sector.
- Must have excellent oral, written, and interpersonal communication skills as well as presentation skills.
- Fiscal, administrative, and supervisory/management experience required with experience in a non-profit setting preferred.
- Must have a capacity to build and sustain a strategic and impactful partnership network as demonstrated through previous board involvement, community partnership experience, etc.
- Must have the ability to effectively manage people/operations engaged in a variety of concurrent and varying activities.
- Must have the ability to effectively relate to a wide variety of stakeholders, both professional and volunteer, as well as organizations and systems, both public and private.
- Must be able to coordinate, prioritize, and respond to multiple issues at the same time.

- Must have demonstrated business acumen, excellent organizational skills, and strong detail orientation with the ability to work independently. Must be able to make sound decisions and practice discretion.
- Must have good technical proficiency, especially in Microsoft Office software products.
- Final applicant is required to complete an extensive background check with satisfactory results.

#### Positions that may report to this position:

- Chief Financial Officer
- Chief Program Officer
- Chief Administrative Officer
- General Counsel to Catholic Charities Corporation
- Sr. Director of Mission/CYO and Special Services
- Director of Migration and Refugee Services
- Executive Assistant

#### Contacts:

We fully respect the need for confidentiality of information supplied by interested parties and ensure them that their background and interests will not be discussed with anyone, including our client, without prior consent. Reference contacts will not be made until mutual interest has been established.

The client organization we represent firmly supports the principle and philosophy of equal opportunity for all individuals, regardless of race, religion, sex, age, national origin, or disability.

#### References:

Candidates for this position will be asked for three professional references and a reference from his/her pastor.

**Travel:** 10% - 20%

**Salary:** \$240,000-\$250,000 depending on qualifications and experience. This position offers comprehensive benefits and a retirement plan. Details available from Human Resources.

**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 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:



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