



Catholic Charities
of Corpus Christi, Inc.

*Providing Help...
Creating Hope...*



EXECUTIVE DIRECTOR

November 27, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

Catholic Charities was established on September 2, 1965 when Monsignor William C. Kinlough began to develop programs to serve the poor. During this period of development, many of the Diocesan priests contributed to the development and implementation of programs. In 1971, six years after the establishment of Catholic Charities, it was decided to officially appoint a Director to oversee the day-to-day operations of the organization. A full history of the evolution of Catholic Charities in the Diocese of Corpus Christi can be found at: [CC History](#).

Position Title

Executive Director of Catholic Charities of Corpus Christi, Inc. and Mother Teresa Shelter, Inc.

Job Description

The Executive Director of the Catholic Charities of Corpus Christi and Mother Teresa Shelter, under the direction of the Board of Directors, provides leadership, ensures fiscal responsibility, carries out and develops programs and represents the agency in accordance with its values and mission. The Executive Director is responsible for management, facilitation and operations of all programs and services provided by the organization.

Job Duties & Responsibilities

Board Governance

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

Administration

- Responsible for effective oversight of all agency operations, program management, and tracking outcomes.
- Establish and update agency policies and procedures for all operations and programs.
- Provide leadership and direction to staff to ensure organizational and administrative compliance with federal, state and local regulations.
- Oversee administrative and fiduciary functions while delegating duties and maintaining a formal means of accountability for all staff

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, ensures maximum resource utilization and maintenance of a positive financial position.
- Under the direction of the board, 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 organizations.

Public Relations

- Enhance the agency image and increase overall visibility throughout the community.
- Maintain and develop relationships with community partners; stakeholders; associations; agencies; and media on a local, diocesan, state and national level.
- Plan and implement opportunities to promote the agency story and image.
- Serve as the public "face" of the organizations.

The above list reflects the general details considered necessary to describe the primary functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or assigned by the board.

Qualifications

- A practicing and committed Catholic who witnesses to and embraces Catholic teaching
- Bachelor's degree from an accredited program in business or social services
- Ten years of proven senior leadership. non-profit sector preferred
- Strong communication skills, written and oral, with ability to communicate to 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
- Experience in financial management, budgeting and fund development
- Compassion for the most vulnerable in our communities
- Bilingual (English/Spanish) preferred
- Competency in Microsoft Office Suite

Additional Requirements

Work requires occasional nighttime work, weekend work, travel and the ability to lift 50lbs. Job offers are contingent upon submission to and passing of a criminal background, MVR and drug screening. Individuals must agree to adhere to Catholic Charities policies and procedures.

Other

- Salary** ○ Commensurate with background, education and experience.
- Application Deadline** ○ February 15, 2020
(Note: 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.)

To apply for this position, please email resume with cover letter and salary requirement to:

Brent Morton
Vice President
Catholic Recruiter Associates
Brent@CatholicRecruiter.com

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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