



# CHILDREN OF THE IMMACULATE HEART



## EXECUTIVE DIRECTOR

June 2, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**Children of the Immaculate Heart (CIH)** was founded to serve those who are vulnerable due to sex trafficking. It seeks to reach out to women and children directly in the sex trafficking industry as well as those made vulnerable in trafficking-dependent industries.

Through bringing hope, healing, and evangelization to one heart at a time, CIH intends to be a light in the dark alley where many are suffering.

CIH provides services aimed at holistic healing for sex trafficking survivors, including therapy, case management, housing navigation assistance, job training, education, and much more. We understand that healing from sex trafficking can be a long, multi-faceted process. We meet our clients at the stage they are at, and we are honored to walk with them through every stage of healing.

## Position Summary:

The Executive Director serves as the chief steward of Children of the Immaculate Heart's mission, overseeing all operations in alignment with the vision of the Board of Directors. The ideal candidate is a practicing Catholic who brings both management experience and a strategic mindset to the role. Given the organization's core mission, the candidate must have prior experience working with survivors of trafficking or those who have suffered through trauma. The Executive Director ensures operational excellence, leads and develops staff, and serves as the key liaison between the Board and staff.

## Principal Accountabilities:

Specific duties and responsibilities of the Executive Director include but are not limited to:

### Recruiting, Hiring, and Training

- It is the primary role of the Executive Director to oversee the hiring process. While this process may be delegated, ultimate authority to hire lies with the ED.
- This includes creating effective job ads, clear job descriptions with KPIs, and posting those ads.
- The Executive Director may choose a team to be part of the interview process.
- The ED is responsible for ensuring a robust and efficient onboarding and training program is in place for all employees.

### Operations

- It is the duty of the ED to oversee all operations.
- Each department head reports to the ED, and it is the job of the ED to ensure each department head runs programs smoothly and is equipped to do so.
- The ED must hold each department head accountable for the successful running of their department and all compliance with state regulations.

### Liaison between the Board and Staff

- It is the responsibility of the ED to carry out the decisions of the Board
- The ED is the liaison between the board and the staff. The ED communicates the board's decisions to the staff and the needs of the staff to the Board.

### Marketing & Recruiting Management

- The ED, along with the help of the program managers, is responsible for recruiting clients for our programs.

### Fundraising and Public Relations

- The Executive Director oversees the Marketing and Development Department.

- The ED is expected to write articles and give public talks as part of the organization's fundraising efforts.
- The ED is the voice of the organization for all media contacts.
- Oversees the management and use of the donor database.

### **Financial Management**

- Responsible for the fiscal management of all operations.
- Works with the bookkeeper and accountant to plan and implement the annual budget and financial reports.

### **Principal Interactions:**

The primary relationships of the Executive Director include: the Administrator, Development Director, Office Manager, Program Managers, and the Board of Directors.

### **Education, Experience, and Knowledge Requirements:**

- The position of Executive Director requires a minimum of a bachelor's degree. Master's Degree preferred.
- Experience working with mental health patients, human trafficking victims, survivors of trauma, and non-profit management is required.
- Experience working with victims of sex trafficking is required.
- Five years' experience of the supervision of staff is required.
- A valid driver's license from the state of employment is required.

**Salary:** Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

**Application Deadline:** July 31, 2026

*(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:**

Ken Rowe  
Vice President, CAO  
Catholic Recruiter Associates  
[kenr@catholicrecruiter.com](mailto:kenr@catholicrecruiter.com)

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

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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