



We feed.



We shelter.



We Serve.

DIOCESAN SECRETARY FOR HUMAN SERVICES
AND EXECUTIVE DIRECTOR OF CATHOLIC
SOCIAL SERVICES

July 30, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Diocese of Scranton (<https://www.dioceseofscranton.org/>) was founded in 1868, and encompasses the counties of Bradford, Lackawanna, Luzerne, Lycoming, Monroe, Pike, Sullivan, Susquehanna, Tioga, Wayne, and Wyoming. The 118 parishes of the Diocese enjoy the membership of over 249,000 parishioners, and over 4,500 children from pre-school through high school, attend our 19 schools. Bishop Joseph Bambera ([Bio](#)) serves as the tenth Bishop of Scranton. He was appointed by Pope Benedict XVI, ordained, and installed as bishop in 2010.

Catholic Social Services of the diocese is responsible for fulfilling the mission of Matthew 25 in providing care and support to “the least of mine.”

Title: The Diocesan Secretary for Human Services and Executive Director,
Catholic Social Services

RESPONSIBILITIES

The Diocesan Secretary for Human Services and Executive Director, Catholic Social Services leads and supervises senior management, empowering employees to make full use of their talents in service to the Diocese and Catholic Social Services, and modeling and applying Diocesan values and principles. The individual in this position must be a Catholic in good standing who fully embraces the teachings of the Catholic Church.

- Reports to the Board on a regular basis providing succinct and accurate scorecard of the agency productivity and effectiveness in key areas
- Promotes the mission, vision and values of the agency
- Provides oversight for all programs, policies, services and funding of the agency
- Is the face of Catholic social services within the community and as the representative of the diocese at regional/national meetings
- Oversight of financial resources to maximize service delivery while seeking additional support from grants and other fee for service sources
- Oversees a collaborative culture which fulfills the mandate of dignity for all God's people
- Assists in preparing short and long-term strategic objectives for consideration by the Bishop and Catholic Social Services Board of Directors
- Assists in preparation and monitoring of the annual budget in conjunction with the Diocesan Secretary for Finance and Catholic Social Services Fiscal Director
- Assists Diocesan Development Office as necessary in providing content for the Diocesan Annual Appeal and event-based fund-raising for Catholic Social Services programs and services
- Available to travel throughout the diocese. Occasional overnight travel to conferences and meetings
- A servant leader who fosters interdepartmental/cross-functional collaboration, communication and problem solving.
- Leads and mentors, manages, encourages and models customer-driven service to all Catholic Social Services stakeholders
- Serves as a member of and attends meetings of the Curia

EDUCATION, EXPERIENCE, AND TRAINING

- A Catholic in good standing who fully embraces the teachings of the Catholic Church and conducts his/her public and private life in conformity therewith.
- Bachelor's degree from an accredited institution required
- Master's degree in relevant field preferred
- Valid drivers license
- Minimum ten years' experience in human services or not for profit industry

COMPENSATION & BENEFITS

Salary: Commensurate with background, education and experience.

Application Deadline: September 30th, 2021

(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.)

For consideration, please email resume 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

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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