



THE ROMAN CATHOLIC DIOCESE OF
BIRMINGHAM *in* **ALABAMA**



EXECUTIVE DIRECTOR, CATHOLIC SOCIAL SERVICES

July 8, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

We are the Catholic Church of Birmingham, Alabama. We are responding to God's call to proclaim Jesus Christ as the Eternal Son of the living God. We are witnesses to the Gospel as we announce the death of the Lord, proclaim His resurrection, and await His coming in glory. At the heart of our Christian Community is celebration: of the Word, of the Eucharist, of the Sacraments. We journey with the Holy Spirit as our guide, with Mary, the Mother of God as our model, and in communion with the Holy Father, the Bishop of Rome.

Established in 1969 under the patronage of St. Paul, the **Roman Catholic Diocese of Birmingham in Alabama** is missionary in nature. We are a community of disciples, representatives of many races and cultures, priests, deacons, women and men religious, and laity. As Church, our ministries and outreach encompass families, parishes, schools, associations, and a myriad of programs. We are spread through 39 counties over a geographic area of 28,091 square miles in the northern part of Alabama. We are a pilgrim-people, called to evangelize and to be evangelized. We are a Church committed to responsible stewardship of God's many gifts. Our vision is to be a Church renewed and renewing the face of the earth as a baptized community empowered by the Spirit, faithful to the Gospel, and committed to building the Kingdom of peace and justice.

We are committed to:

- Empower one another to the fullness of our sacramental commitment.
- Experience the love of the Triune God, and share that love with all peoples, especially the poor and the unchurched.
- Help heal our sisters and brothers in their brokenness with the compassion and peace of Jesus, regardless of religion, race, gender, age or social status.
- Promote a God-centered society that respects the dignity of each person, especially the unborn, the elderly, and the marginalized.
- Work ecumenically with other religious traditions in an effort to reach out to our unchurched sisters and brothers.
- Appreciate God's gift of cultural diversity that expresses itself in worship, in leadership, and in service.

Position Summary

The Executive Director of Catholic Social Services (CSS) provides strategic and operational leadership for the Diocese of Birmingham in Alabama's social ministry efforts across its 39-county territory. The Executive Director advances the mission of Catholic Social Services by directing programs that respond to the needs of the poor, vulnerable, and underserved while promoting the principles of Catholic Social Teaching.

The Executive Director is expected to support and participate in the vision and goals of the Bishop and the Diocese while adhering to diocesan policies and procedures. In carrying out these responsibilities, the Executive Director ensures that all programs, partnerships, and public activities of Catholic Social Services remain consistent with the teachings of the Catholic Church and the pastoral direction of the Bishop of Birmingham.

Essential Functions

Mission Leadership

- Serve as the principal champion and representative of the mission of Catholic Social Services throughout the Diocese of Birmingham in Alabama.
- Promote Catholic Social Teaching through programs, partnerships, and public engagement.
- Ensure that all CSS services reflect the pastoral priorities and mission framework established by the Bishop and diocesan leadership.

Strategic Planning and Program Development

- Provide vision and long-range strategic planning for CSS programs and initiatives.
- Identify emerging social needs throughout the diocese and develop programs that respond effectively to those needs.
- Lead program evaluation and innovation to ensure that services remain effective, sustainable, and mission driven.
- Work with leadership and stakeholders to expand services into underserved and rural communities when feasible.

Operational Leadership and Administration

- Oversee the day-to-day operations of Catholic Social Services programs and offices.
- Establish and evaluate agency-wide operational policies, procedures, and performance standards.
- Provide leadership and supervision to program directors and departmental leadership, including Catholic Family Services, multicultural services, and Catholic Centers of Concern.
- Ensure that CSS programs operate efficiently while maximizing services within available resources.
- Establish clear expectations and standards for employees, volunteers, and contracted personnel.

- Foster a culture of professionalism, compassion, and service to those seeking assistance.
- Work with leadership staff to identify training needs and implement professional development opportunities that strengthen service delivery.

Community, Parish, and Diocesan Engagement

- Build and maintain relationships with civic leaders, nonprofit partners, government agencies, and ecumenical organizations throughout the diocese.
- Represent CSS in community and regional initiatives addressing social needs.
- Serve as a visible advocate for the Church's social ministry within the broader community.

Development and Stewardship

- Serve as the primary development leader for CSS.
- Work with diocesan development leadership, donors, benefactors, and foundations to secure funding for CSS programs and operations.
- Identify opportunities for grants, partnerships, and philanthropic support that advance CSS initiatives.
- Maintain strong working relationships with diocesan leadership including the chancery offices, pastors, and diocesan ministries.
- Collaborate with other diocesan ministries to strengthen the Church's overall outreach to the poor and vulnerable.
- Provide regular updates to the Bishop and diocesan leadership regarding CSS initiatives, needs, and outcomes.

Financial Leadership and Compliance

- Ensure sound fiscal management of CSS programs and budgets by providing strategic direction and serving as the primary point of contact in leading the budgeting process.
- Oversee government contracts, grants, and compliance obligations.
- Work closely with diocesan finance leadership to maintain a strong financial foundation for CSS.

Disaster Response and External Partnerships

- Coordinate CSS involvement in disaster response efforts across the diocese.
- Maintain relationships with agencies such as FEMA, Red Cross, and emergency management organizations to ensure effective collaboration during crises.

Required Knowledge, Skills, and Abilities

- Master's degree in Social Work, Business Administration, Public Administration, Health/Human Services Administration, or a related field preferred.
- Minimum five years of progressively responsible leadership experience in social services, nonprofit administration, or a related field.

- Bilingual proficiency in English and Spanish is preferred to support effective engagement with the diverse communities served by Catholic Social Services.
- Demonstrated experience in organizational leadership, program development, and staff supervision.
- Ability to integrate diverse programs and ministries into a unified mission strategy.
- Strong leadership and organizational development skills.
- Demonstrated public speaking and community engagement ability.
- Ability to build trust with staff, donors, clergy, and community partners.
- Strategic planning and program development expertise.
- Ability to work collaboratively within diocesan governance structures.
- Knowledge of Catholic Social Teaching and an understanding of the mission of Catholic charitable ministry is preferred.
- Commitment to serving the poor and vulnerable in a manner consistent with the values and teachings of the Catholic Church.
- Practicing Catholic in good standing with the Church with a demonstrated commitment to the mission and ministries of the Catholic Church is required.
- Experience working within the Catholic Church or a Catholic ministry environment preferred.
- Experience working with nonprofit governance structures preferred.
- Ability to maintain appropriate confidentiality and exercise sound judgment in sensitive matters.
- Must possess a valid driver's license.
- Knowledge of and experience in current office-related computer systems, including but not limited to Word, Excel, and Outlook.

Job Conditions & Physical Demands

The following are representative of the physical capabilities that must be met by an employee and the working conditions that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to push, pull, lift, and carry items up to 30 pounds.
- While performing the duties of this job, employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists.
- Work is performed in an office setting.
- Occasional travel throughout the Diocese of Birmingham in Alabama may be required.
- Extensive computer work may be required.
- Meetings or events outside normal work hours may occasionally be required.

Travel: Occasional travel throughout the Diocese of Birmingham in Alabama may be required.

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

Application Deadline: August 15, 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:

Brent Morton
Senior Vice President of Recruiting
Catholic Recruiter Associates
Brent@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

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

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