



EXECUTIVE DIRECTOR & CEO

May 9, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Founded in 1957, Catholic Charities is the principal social service arm of the Diocese of Rockville Centre on Long Island with an annual operating budget of approximately \$37 million and 53 sites from the border of NYC to the East End. Nearly 500 employees and hundreds of volunteers serve an average of 54,000 people each year through an array of program ministries.

Position: CEO/Executive Director & Diocesan Secretary for Social Services

Mission Statement

Catholic Charities of Long Island shares the love of Jesus by offering dignified and compassionate care to poor and vulnerable neighbors of every faith and background. As a ministry of the Roman Catholic Church, our work is inspired by the Gospel message that every life is sacred.

Summary of Position

The CEO/Executive Director provides the overall vision, leadership, and management of Catholic Charities. He/she must be committed to the mission of Catholic Charities and possess a passion for the poor and suffering along with a heartfelt desire to improve their condition.

It is essential that the CEO/Executive Director has a pastoral orientation, adheres to the teachings of the Catholic Church as contained in the *Catechism of the Catholic Church* and the Code of Canon Law, and as interpreted by the Diocesan Bishop, understands and respects the Church's Gospel of Life and Social Justice teaching and is committed to the interrelationship and dynamics of diocesan and parish organization.

Catholic Charities programs include:

- Addiction Treatment Services
- Food and Nutrition
- Housing
- Immigrant Services/Refugee Resettlement
- Mental Health Outpatient Services
- Mental Health Residential Services
- Parish Social Ministry
- Regina Maternity Services
- Residential Services for People with Developmental Disabilities
- Senior Services

Reporting Relationships

The CEO/Executive Director reports to the Board of Trustees and its Chair and to the Diocesan Bishop (who, with his appointees, are the Corporate Members).

Reporting directly to the CEO/Executive Director is the Chief Operating Officer, Chief Financial Officer, Director for Human Resources, Director of Housing & Legal Affairs, Director of Development & Communication and Internal Auditor.

Specific Duties

- Assure the appropriate flow of governance information and provide support to the Boards and Corporate Members of Catholic Charities and affiliated corporate entities regarding the status of internal and external issues affecting the organization.
- Work closely with the Board Chair to facilitate meetings and other activities of the Boards, Board Committees, and the Corporate Members.
- Serve as a spokesperson for the organization and effectively communicate its Catholic mission to its various constituencies. Work with all constituencies to enhance the organization's image, increase its public recognition and foster further growth and expansion of its effectiveness. Actively promote ongoing formation for staff, board

members and volunteers regarding Catholic Identity, theological and pastoral foundations for mission, and best practices regarding governance and mission.

- Inspire and lead an overall culture of philanthropy in collaboration with the Board and executive staff. Cultivate existing and a wide range of new donors and develop and implement a comprehensive fundraising plan to expand support for ministry priorities.
- Periodically create, evaluate or amend short- or long-term plans for Catholic Charities as whole, as well as, specific projects which depend wholly or in part on governmental funding.
- Evaluate the scope of programs and services provided in order to meet the needs of current and future clients. Manage the organization for optimal service delivery to clients.
- Provide financial oversight and direction for appropriate fiscal management. Submit operating and capital budgets for approval according to corporate by-laws and administer within the approved budget.
- Nurture a culture that celebrates the dignity and value of staff and volunteers. Recruit, motivate and provide direction to staff in implementation of policies and goals. Continue to build a solid management team and a congenial, collaborative environment.
- Build, expand, and strengthen Catholic and community philanthropy and maintain relationships with funders to increase support from donors, public funders, foundations, etc. Strengthen development and fundraising function to decrease reliance on government funding. Cultivate an awareness of all that Catholic Charities does for the common good on Long Island.
- Actively participate in collaborative and mutually supportive ministry associations such as the NYS Catholic Conference and CCUSA.
- Forge connections with parishes, the Society of St. Vincent de Paul, parish food pantries and other Church groups to ensure a seamless provision of support to those served.
- Cultivate relationships with diocesan and other community groups/coalitions involved in human services.

Candidate Qualifications

- The CEO/Executive Director must be committed to the mission of Catholic Charities and be a vibrant Catholic capable of communicating and inspiring diverse constituencies to pursue Catholic evangelization and the “missionary conversion” called for by our Holy Father Pope Francis.
- Develop, foster and promote the Catholic identity of Catholic Charities services, programs and initiatives keeping a Catholic contemplative and sacramental vision at the forefront.
- Candidates must possess a track record of success in general management and administration, as well as an demonstrated experience working in a social service environment.

- Solid business, fiscal, strategic and analytical skills are essential, as is an understanding of, appreciation for, and desire to use IT as a management and analysis tool throughout the organization.
- A working knowledge of investments and financial markets is needed to maintain and uphold a strong tradition of stewardship.
- The CEO/Executive Director must be innovative, creative and flexible in approach and able to embrace change, recognizing that Catholic Charities must evolve and change continuously to accomplish its mission.
- Excellent interpersonal skills are key, as are solid communication skills, both oral and written. Ideally, bi-lingual with a commitment to serving our large (over 500,000) and diverse Hispanic community and multi-ethnic communities on Long Island.
- The CEO/Executive Director must possess a high energy level and be pro-active self-motivated and results oriented.
- This individual must be a quick study, self-assured and persuasive. He/she must be a strong mediator, collaborator and consensus builder with diverse stakeholders, including pastors, parish staffs and volunteers, and related diocesan ministries and entities. The successful candidate must possess the talent to motivate and manage multiple and diverse constituencies.
- The ability to deal proactively with disasters, emergencies and potential crises in the client population is necessary. Strong advocacy skills are essential. He/she must possess a hands-on style with the ability to juggle and prioritize as necessary.
- Candidate must be a Catholic in good standing who fully embraces, exemplifies and promotes the teachings of the Catholic Church as interpreted by the Diocesan Bishop and conducts his/her public and private life in conformity therewith.

Compensation and Benefits: Commensurate with background and experience. Highly competitive with comprehensive benefit package.

Application Deadline: June 30, 2022

(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

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

Search managed by:

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