



Chemung & Schuyler



# EXECUTIVE DIRECTOR

February 22, 2020

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Roman Catholic Diocese of Rochester in New York (<https://www.dor.org/>) has as one of their central missions the support of those who are marginalized by economic, health and other societal factors. They achieve and honor this mandate expressed in the Gospel of Matthew to serve “the least of Mine”, through the outreach of Catholic Charities in New York’s Chemung/Schuyler counties ([cs-cc.org](https://www.cs-cc.org/)) . The diocese is looking for a committed Catholic leader to direct the efforts of this agency and ensure God’s mercy reaches those in need.

**JOB TITLE:** Executive Director  
**REPORTS TO:** Associate Diocesan Director and Board of Directors  
**LOCATION:** Elmira, New York

## OVERALL RESPONSIBILITY

As Agency’s chief executive officer and a member of the Diocesan Catholic Charities executive management team, provides leadership and executive management for the Agency.



# Essential Duties & Responsibilities

- Executes policy and program plans authorized by the board of directors or the Associate Diocesan Director. Is responsible for achieving annual Executive Director objectives as defined by the BOD.
- Ensures the agency has a CCHL Operational Plan, Regional Compliance Plan, Agency Strategic Plan, and Executive Director Succession Plan in place.
- Provides primary staff leadership in developing the annual operating and strategic operational plans and budgets and is responsible for achieving financial and strategic objectives.
- Works closely with the Finance Director to ensure risk management practices are in place and adhered to. Also works closely with the Human Resources Director and Employee Relations Director to ensure policies are followed and that a positive/ safe work environment is upheld.
- Supervises the Associate Director, Regional Compliance Officer, Development Director, Director of Justice and Peace, Director of Schuyler County, HMIS Administrator, and Executive Assistant/Business Manager.
- Directs the Agency's Leadership Team.
- Ensures that all contracts are administered and executed professionally and in a manner that is consistent with Agency values.
- Fosters professional relationships with appropriate local government, and state officials, other human service providers, local and diocesan pastoral leaders, and the NYS CCC and Catholic Charities USA.
- Ensures that parish social ministry is promoted, that appropriate parish social ministry needs are addressed, that the Agency maintains an effective public policy legislative network, and that Catholic Social Teaching is appropriately articulated in the community.
- Ensures that the Agency has an effective public relations/fund development program. Builds relationship with donors and community leaders through hands-on fundraising activity. Acts as spokesperson for CCCS on both the local and state level.
- Provides vision, insight, background information, policy recommendations, options and documentation and staff support to the board of director. Serves as an ex-officio member of the board of directors.
- Participates as a member of the Diocesan Catholic Charities management team participating in assigned collaborative efforts to address diocesan charities directives and objectives.

# Qualifications

- Master's degree in Social Work, Public Administration, Business Administration, Theological Studies or related field is preferred.
- Five years of executive management experience and demonstrated ability to develop and manage diverse social service programs.
- Active participation in the Roman Catholic Church and ability to articulate Catholic Social Teaching.

## Additional Requirements:

- Ability to travel outside of the local service areas when needed.
- Possession of a valid driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCDR's corporate compliance and ethics program.
- Knowledge of OMH policies and procedures and the Homeless Housing Service Delivery system in Chemung/ Schuylar Counties.
- Knowledge of Child Welfare policies and procedures and the Child Welfare service delivery system.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regard to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Demonstrate commitment to Agency Mission Statement.
- Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

# Other

<b>Salary</b>	○	Commensurate with background, education and experience.
<b>Application Deadline</b>	○	May 1, 2020 <i>(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.)</i>

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

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

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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