



PROYECTO
JUAN DIEGO

Educating, Engaging & Empowering Families for the Future.



EXECUTIVE DIRECTOR

January 5, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



WHO WE ARE

Our story began in 2003, when Sister Phylis Peters, Daughter of Charity of St. Vincent de Paul, founded the project. Proyecto Juan Diego (PJD) was granted a 501(c)(3) status in that same year. Sister Phylis had recently returned from spending ten years in Ethiopia and she wanted to dedicate her work to the most impoverished, within the Hispanic community and in an interdenominational setting. In 2004, a year after its foundation, a survey of about 800 families was done to ascertain the needs of the Cameron Park area of Brownsville, Texas. Today, Proyecto Juan Diego's operations have grown immensely to over 30 employees and PJD continues to serve an increasing number of less fortunate families in surrounding communities and neighboring cities. PJD is one of eight sponsored works of the Daughters of Charity. Several Daughters of Charity serve as members of the board.

PJD dedicated its new community center in July 2019. The scale and location of our new community center has had a tremendous impact among the people of our community and city -Brownsville, Texas. We've seen a 30% increase in participants. New programs include Telemedicine and Counseling services which address the well-being and mental health of those we serve. In 2019, Brownsville Public Utilities Board (BPUB), United Health, H-E-B, and the University of Texas Rio Grande Valley (UTRGV) have joined us as partners in mission.

OUR VISION

Educating, Engaging & Empowering Families for the Future.

PILLARS

Educational Programs, Family Activities, Preventative Health Services, and Advocacy

OUR MISSION

To Empower low-income families to be healthy and self-sufficient community members through educational programs, family activities, and preventative health services.

VALUES

Humility, Respect, Hard Work, Sacrifice, Listening, and Reflection

Position Overview

Position Title

Executive Director of Proyecto Juan Diego, Brownsville, Texas

Job Description

The Executive Director of Proyecto Juan Diego, under the direction of the Board of Directors, provides leadership, ensures fiscal responsibility, carries out and develops programs, and represents the agency in accordance with its values and mission. The Executive Director is responsible for management, facilitation, and operations of all programs and services provided by the organization.

Job Duties & Responsibilities

Board Governance

- Communicate effectively with the board and provide, in a timely and accurate manner, all information necessary for the board to function properly and to make informed decisions.
- Work closely and collaboratively with the Board of the Directors to provide leadership, financial oversight, and program development.
- With the Board of Directors, develop short and long-term strategies that that will allow Proyecto Juan Diego to carry out our mission.
- Review, develop, and implement policies and procedures authorized and directed by the Board.
- All other duties as assigned by the Board.

Financial Stewardship

- Responsible for preparing an annual budget and monthly financial statements that accurately reflect the organization's financial condition.
- Responsible for fiscal management that anticipates operating within the approved budget, ensures maximum resource utilization and maintenance of a positive financial position.
- Under the direction of the Board, responsible for signing all notes, agreements, contracts and other instruments made and entered into and on behalf of the organization.
- Identify, cultivate, and solicit current and potential donors and grants to support the programs of the organization.

Job Duties & Responsibilities *cont.*

Public Relations

- Enhance the agency image and increase overall visibility throughout the community.
- Maintain and develop relationships with community partners; stakeholders; associations; agencies; and media on a local, diocesan, state, and national level.
- Plan and implement opportunities to promote the agency story and image.
- Serve as the public “face” of the organization.

The above list reflects the general details considered necessary to describe the primary functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job or assigned by the Board.

Qualifications

- Minimum of 5 years management of a not for profit serving marginalized people.
- Experience working with budgets and competency understanding balance sheets and projections.
- Bachelor’s degree.
- Excellent verbal and written communication skills, strong relationship building skills required.
- Ability to write and supervise submission of grants. Intuitive in seeking out sources of funding.
- Face of the organization within the community. Spend time building relationships.
- Ability to travel 20%+

Leadership and Culture

- Serve as the Organization’s role model on living the mission and values of PJD.
- Exemplify and support the values of service to the poor.
- Create and foster a culture of unity, collaboration, inclusion and accountability throughout the organization.
- Create a positive work culture and team environment.
- Be responsible for getting things done and accomplishing the key goals of the organization.
- Is ultimately responsible for leading and establishing the long term and operational strategies of the organization.

Other

Additional Requirements

- Work requires occasional nighttime work, weekend work, and travel. Job offers are contingent upon submission to and passing of a criminal background, MVR and drug screening. Individuals must agree to adhere to Proyecto Juan Diego policies and procedures.

Salary

- Commensurate with background, education and experience.

Deadline for Application

- March 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:

CATHOLIC RECRUITER ASSOCIATES

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