



EXECUTIVE DIRECTOR

March 21, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The **St. Francis Center (SFC)**, affiliated with the Franciscan Order, is a faith-based nonprofit dedicated to serving individuals and communities on the margins of society. Grounded in the values of humility, compassion, and service we provide holistic support through services such as housing, food distribution, counseling, education, advocacy. Our mission is to uplift those who are often overlooked, offering them dignity, hope, and tangible assistance. We seek an Executive Director to lead our organization into its next phase of growth and impact.

Job Summary/Description:

The Executive Director (ED) will serve as the chief executive officer of St. Francis Center, responsible for overall leadership, strategy, and operational management. The ED will collaborate with the Board of Directors to drive the organization's mission and vision, ensuring that services are delivered effectively and sustainably. This role requires being on-site to foster strong relationships with staff, volunteers, community partners, and donors, while upholding the values and teachings of the Franciscan Order.

Key Responsibilities:

Leadership and Vision

- Develop and implement a strategic plan in alignment with the organization's mission and values.
- Provide spiritual, moral, and organizational leadership to ensure the organization remains mission-driven.
- Serve as the face and voice of the organization, building trust and credibility within the community.
- Ensure the ongoing relevance and impact of programs, adjusting to the evolving needs of those on the margins.

Program Development and Management

- Oversee the development, implementation, and evaluation of programs and services, ensuring they meet community needs.
- Work with staff to improve existing programs and develop new initiatives that align with the organization's mission.
- Ensure compliance with all legal and regulatory requirements for nonprofit operations.

Fundraising and Development

- Lead fundraising efforts, including major gifts, grants, events, and partnerships with faith communities, businesses, and foundations.
- Cultivate and maintain relationships with donors, ensuring regular communication and appreciation.
- Work with the Board and development staff to create and manage a sustainable financial strategy, balancing immediate needs with long-term goals.

Community Engagement and Advocacy

- Build strong relationships with community organizations, religious and academic institutions, and government agencies.
- Represent the organization at community events, speaking engagements, and advocacy opportunities.
- Advocate for social justice, equitable access to services, and policy and/or regulatory changes that benefit marginalized populations.

Financial and Operational Management

- Oversee the development and management of the annual budget, ensuring financial sustainability.
- Ensure sound fiscal policies and internal controls are in place.

- Lead staff in creating efficient and cost-conscious operational processes that support the mission.

Staff and Volunteer Management

- Hire, supervise, and mentor staff, fostering a positive, collaborative work environment.
- Provide ongoing training and other professional development opportunities to enhance staff and volunteer capacity, ensuring that staff are meeting performance expectations.
- Model a culture of respect, inclusion, and (Catholic) values across the organization.

Board of Directors Collaboration

- Serve as a liaison between the staff and Board of Directors, ensuring open communication and alignment on strategy.
- Assist the Board in fulfilling its governance responsibilities by providing accurate reports on the organization's operations and finances.
- Review, develop, and implement policies and procedures authorized by the Board
- Support Board committees as needed and help recruit new board members aligned with (the organization's) mission.

Qualifications:

- A deep commitment to the mission and values of the Franciscans, with demonstrated experience in working with marginalized communities.
- Minimum of 5 years' proven leadership and management experience, ideally within a nonprofit or faith-based organization.
- Strong fundraising, financial management, and budgetary oversight experience.
- Excellent communication and interpersonal skills, with the ability to engage a wide range of stakeholders.
- Experience in program development, evaluation, and strategic planning.
- Strong organizational skills and the ability to prioritize tasks and manage multiple projects effectively.
- Knowledge of nonprofit governance, compliance, and best practices.
- Degree in Nonprofit Management, Social Work, Theology, or related field preferred (or equivalent experience).
- Conversant understanding of and sensitivity to diverse cultural, racial, and economic backgrounds.

Salary: Commensurate with qualifications and experience; This position offers comprehensive benefits which include health insurance, vision insurance, dental insurance, life insurance, paid time off, and a retirement plan.

Application Deadline: April 30, 2025

(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:

Ken Rowe
Vice President CAO
Catholic Recruiter Associates
KenR@CatholicRecruiter.com

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

Search managed by:

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