

# ST. JOSEPH VILLAGE



## EXECUTIVE DIRECTOR

June 1, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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St. Joseph Village is a newly established, faith-based nonprofit organization rooted in the values of the Roman Catholic Church. Our mission is to support and strengthen causes aligned with pro-life values, Catholic charitable works, overseas missions, and local parish initiatives. We work closely with organizations affiliated with the Diocese of Pittsburgh and other local Catholic faith-based and mission-focused initiatives. Our goal is to become a trusted conduit for charitable giving and mission-based outreach, while also bolstering local economic initiatives that align with our values.

## Position Summary:

The Executive Director will serve as a senior leader of the organization, responsible for the overall strategic, financial, and operational direction of the nonprofit. Reporting directly to the Board of Directors, the Executive Director will spearhead fundraising initiatives, identify and vet funding recipients, manage daily operations, and build strong partnerships with Catholic organizations, donors, and community stakeholders.

The ideal candidate is a mission-driven, faith-informed leader with a strong background in nonprofit management, grant writing, and Catholic outreach. They will bring a proven track record of organizational leadership, resource development, and meaningful relationships within the nonprofit and Catholic charitable sectors.

## Key Responsibilities:

### Leadership & Governance

- Provide visionary leadership and oversight for the startup and growth phases of the organization.
- Work closely with the Board of Directors to develop and implement strategic plans and policies.
- Ensure alignment of all programs and initiatives with Catholic teachings and values.

### Fundraising & Grant Writing

- Research, write, and submit grant proposals to secure funding from foundations, Catholic entities, and philanthropic institutions.
- Develop and maintain relationships with individual donors, diocesan offices, parishes, and other faith-based partners.
- Ensure transparency and proper reporting for all funds received and distributed.

### Program Development

- Identify, evaluate, and recommend charitable organizations, projects, and mission partners—particularly those aligned with pro-life values, Catholic charities, and local economic development.
- Oversee the process of disbursing funds to selected missions or projects, ensuring accountability and impact.

### Community & Church Engagement

- Serve as a liaison to the Diocese of Pittsburgh and local parishes to strengthen collaboration and mission impact.
- Represent the organization at local and national Catholic conferences, mission events, and donor gatherings.

### **Operations & Compliance**

- Develop and oversee budgets, financial controls, and compliance with 501(c)(3) regulations.
- Hire and supervise any future staff or volunteers as the organization grows.
- Maintain accurate records and ensure timely reporting to the Board and stakeholders.

### **Qualifications:**

- Minimum of 5 years of experience as an Executive Director or in a senior leadership role in the nonprofit sector.
- Demonstrated success in grant writing, fundraising, and donor development.
- Established contacts within the nonprofit, Catholic, and pro-life charity communities.
- Deep understanding of and commitment to Catholic teachings and the Church's social mission.
- Strong interpersonal, communication, and organizational skills.
- Experience with financial management, budgeting, and nonprofit compliance.
- Ability to travel occasionally for meetings, conferences, or site visits.
- Bachelor's degree required; advanced degree in nonprofit management, theology, or related field preferred.

### **Preferred Attributes:**

- Active member of the Roman Catholic Church in good standing.
- Familiarity with the Diocese of Pittsburgh and its mission outreach programs.
- Passion for pro-life advocacy, Catholic education, overseas missions, and local parish support.
- Entrepreneurial mindset with a readiness to build and scale a growing organization.

**Travel:** Occasional travel for meetings, conferences, or site visits.

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

**Application Deadline:** July 31, 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:**

Ken Rowe  
Vice President CAO  
Catholic Recruiter Associates  
[Kenr@CatholicRecruiter.com](mailto:Kenr@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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