

JOB DESCRIPTION – EXECUTIVE DIRECTOR

The Executive Director is the key management leader of Catholic Charities. The Executive Director is responsible for overseeing the administration, programs, and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

GENERAL RESPONSIBILITIES:

- 1) Board Governance: Works with board in order to fulfill the organization mission.
 - Responsible for leading Catholic Charities in a manner that supports and guides the organization's mission as defined by the Board of Directors.
 - Responsible for communicating effectively with the Board, and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- 2) Financial Performance and Viability: Develops resources sufficient to ensure the financial health of the organization.
 - Responsible for the fiscal integrity of Catholic Charities, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
 - Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
 - Responsible for fundraising and developing other resources necessary to support Catholic Charities' mission.
- 3) Organization Mission and Strategy: Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.
 - Responsible for implementation of Catholic Charities' programs that carry out the organization's mission.
 - Responsible for strategic planning to ensure that Catholic Charities can successfully fulfill its mission into the future.
 - Responsible for the enhancement of Catholic Charities' image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
- 4) Organization Operations: Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate.
 - Responsible for effective administration of Catholic Charities operations.
 - Responsible for the hiring and retention of competent, qualified staff.
 - Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organization.

PROFESSIONAL QUALIFICATIONS:

- A bachelor's degree preferred
- Transparent and high integrity leadership
- Five or more years senior nonprofit management experience preferred
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of Catholic Charities strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Skills to collaborate with and motivate board members and other volunteers
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

ACTUAL JOB RESPONSIBILITIES:

- Planning and operation of annual budget.
- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Serving as Catholic Charities' primary spokesperson to the organization's constituents, the media, and the general public.
- Establish and maintain relationships with various organizations throughout the state and utilize those relationships to strategically enhance Catholic Charities' mission.
- Report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising, and to increase the overall visibility of the foundation throughout the State.
- Supervise and collaborate with organization staff.
- Strategic planning and implementation.
- Oversee organization board and committee meetings.
- Oversee marketing and other communications efforts.
- Review and approve contracts for services.
- Other duties as assigned by the Board of Directors.
- Must have a flexible and open availability to fulfill the needs of Catholic Charities.
- Proficient in Microsoft Office applications.
- Ability to maintain confidentiality.

PHYSICAL JOB RESPONSIBILITIES:

- Must be able to lift up to 50 lbs. unassisted, ability to work in a fast paced environment, perform all other physical aspects of the job including bending, squatting, lifting, climbing, standing and walking for 8-10 hour period.

Disclaimer: This job description is intended to provide a high-level of general requirements for this position. It is not a complete statement of duties, responsibilities or requirements. Other duties not listed here may be assigned as necessary to ensure proper operations.

Please submit resumes by clicking here: [Executive Director Position](#)