

POSITION TITLE:
Chief Executive Officer, St. Elizabeth Center

FLSA Status:
Non-Exempt

Category: Part-Time
Reports To:
St. Elizabeth Center Board of Directors

POSITION SUMMARY:

The Executive Director of the St. Elizabeth Center is a part-time salaried position which serves to support the Catholic Church's response to the call of the Gospel to serve the poor and vulnerable in the spirit of hospitality, compassion, and dignity. The director is responsible for the overall management of the operations of the organization. Budget preparation and adherence, supervision of volunteers and staff, and overseeing the distribution of goods and service needs of patrons are expectations outlined for this position.

ESSENTIAL FUNCTIONS – Include but not limited to:

- **Provide for all direct operations of St. Elizabeth Center**
 - Coordinate and manage service volunteers and operation schedule
 - Provide supervision and direction to employees
 - Coordinate acquisition and distribution of food for patrons
 - Direct all operations of thrift store
 - Oversee all social services activities; and periodically review goals and objectives
 - Develop and implement a public relations agenda for the Center and its mission
 - Create a work culture where Catholic Social Teaching is revered and practiced.
 - Create an environment of hospitality for all staff, volunteers, patrons and visitors

- **Perform essential administrative duties as required**
 - Create and maintain necessary files, records and reports
 - Provide regular reports to the board of directors and other stakeholders, as required
 - Attendance at all committee and board meetings
 - Maintain confidential database of all patrons
 - Manage and maintain up-to-date safety and fire regulations for facility, equipment and stored items
 - Manage and maintain all required licenses and insurance coverage for building and vehicles
 - Engage with board of directors on developing/executing strategic planning

- **Provide for fiscal oversight and fund development toward budget goals**
 - Create and manage board approved fiscal budget and budget operations
 - Prepare for regular audit of finances
 - Provide financial reports to finance committee and full board of directors
 - Create and execute a development plan including but not limited to grant-writing, fundraising, and engaging in donor relations to ensure future funding sources

- **Collaborate with Community Partners towards goals/objectives established by the board of directors**
 - Maintain regular communication with the pastor of St. Joseph Parish, as property owner, or his designee
 - Maintain regular communication with local agencies, churches and businesses
 - Maintain regular communication with diocesan Catholic Charities and corporate members
 - Maintain regular communication with local ministerial association

QUALIFICATIONS:

Education:

Bachelor's degree required. Experience in human services field a plus.

Experience:

One to three years' experience in not-for-profits, pastoral ministry or other human services areas preferred. Retail experience, budgeting experience, and/or hands-on knowledge and proficiency working with computer software systems a plus.

Skills:

- Leadership, management, supervisory skills;
- Ability to develop and maintain fiscal budgets;
- Proficiency in use of computer equipment and software applications;
- Ability to handle and manage many responsibilities;
- Excellent communication skills and ability to develop and maintain successful relationships with volunteers, community leaders, clergy, donors and potential donors;
- Willingness to apply and expand knowledge of basic nutrition needs and issues related to systemic poverty in the community;
- Awareness of and sensitivity to cultural and ethnic diversity within the community;
- Willingness to represent and support the mission of Catholic Charities and the St. Elizabeth Center.

Physical Requirements:

- Valid PA driver's license;
- Ability to meet the physical demands of a food pantry including the lifting and moving of crates and cartons up to 50 lbs.

Work Environment:

Flexible work schedule: expectations of director to be on-site when the Center is open for operations; typically, work schedule includes three days a week not to exceed 20-25 hours per week. Some weekend work may be required at times.

Salary: Commensurate with education and experience