

POSITION: Chief Executive Officer (CEO), PRINCE OF PEACE CENTER



The MISSION OF PRINCE OF PEACE CENTER:

At Prince of Peace, an affiliate of the Catholic Charities, Diocese of Erie, we are witnesses and servants of Jesus Christ. Consistent with the teachings of the Catholic Church, our purpose is to provide support for the economic, mental, and other basic human needs toward self-sufficiency. Committed to the sacredness of human life and to the betterment of society, we affirm the dignity of all, but most especially, those in need by responding with compassion and a helping hand utilizing advocacy, education, and self-empowerment. The Prince of Peace services are committed to strengthening families, building communities, and reducing poverty among peoples of all races, ethnic groups, faiths, ages, circumstances, and environments.

JOB SUMMARY:

The CEO is responsible for the successful leadership and management of Prince of Peace Center, according to the mission and strategic plan set by the Board of Directors and the corporate membership of Catholic Charities.

THE CEO REPORTS TO WHOM:

Board of Directors and the corporate membership of Catholic Charities.

PRIMARY DUTIES AND RESPONSIBILITIES:

Leadership Requirements:

- Work cooperatively with the Board of Directors to develop Prince of Peace's vision by following the strategic plan and by maintaining active, open communication concerning internal and external issues.
- Represent the Board of Directors, Prince of Peace, and Catholic Charities at community activities while serving as a spokesperson on behalf of Prince of Peace.
- Conduct official correspondence on behalf of and as directed by the Board of Directors.
- Develop and implement operational plans that incorporate the goals and objectives to achieve the strategic plans and mission of Prince of Peace.
- Write policies and procedures for Prince of Peace as directed by the Board of Directors as well as review existing Prince of Peace's policies annually.
- Serve as a liaison of Prince of Peace as a member of the Catholic Charities' Leadership Team.
- Write and present bi-annual reports concerning the financial and operational status of Prince of Peace to the Members of the Corporate board that include the Bishop, Vicar General, Chancellor, and executive director of Catholic Charities, as well as chair of the Board of Directors.

Program Planning and Management:

- Manage the planning, implementation, and evaluation of Prince of Peace's programs and services aligned with its strategic plans.
- Manage daily operations and staff supervision in all service areas.
- Manage the planning, implementation, execution, and evaluation of special projects for Prince of Peace and its service participants.

Human Resources Planning and Management:

- Manage the implementation of human-resources functionalities such as policies, procedures, and practices that includes development of job descriptions and staff coverage, recruitment, retention, and recognition of staff achievements.
- Establish a positive and safe work environment in accordance with all appropriate laws and regulations.
- Implement annual performance reviews to monitor and improve overall performance.
- Hold staff accountable for using appropriate techniques. Terminate staff, when necessary, according to established legal policies and procedures.

Fund Raising and Financial Management:

- Prepare and maintain an annual budget for Board of Directors and corporate approval.

- Research funding sources. Responsible for any fund-raising activities. Write proposals to procure operating funds for Prince of Peace.
- Execute and administer all funds according to the approved budget and board policies to ensure sound accounting and budgetary policies and procedures that comply with all laws covering taxation and withholding payments.
- Provide the Board of Directors with comprehensive, monthly financial reports that include revenues and expenditures of Prince of Peace.
- Identify and evaluate preventive measures in place to avoid risks to Prince of Peace's property, finances, and image using risk-management plan.

Public and Community Relations and Advocacy:

- Communicate updates on the work of Prince of Peace to Catholic Charities and to the public and the Catholic Diocese of Erie.
- Establish positive relationships and collaborative arrangements with community groups, donors, elected officials, media, and other organizations to achieve the goals and mission of Prince of Peace.
- Establish positive working relationships with local Churches and other faith-based groups to promote donations, Prince of Peace's services, and volunteer opportunities.

Professional Qualifications:

- Possess, at a minimum, an educational requirement of a bachelor's degree. For work experience requirement, administration and professional leadership preferred at least three years in leadership, management, and marketing principles experience as they relate to non-profit organizations, and Catholic Charities.
- Experienced in fund raising, managing donors and grant writing.
- Knowledge of and commitment to Catholic social teachings.
- Demonstrated experience in program, financial, and human resources management.
- Possess proficient computer skills in Microsoft computer applications including, but not limited to, Word, Excel, Outlook and financial management software.
- Knowledge of and experience with various platforms of social media.

Work Schedule:

- 37.5 hour minimum work week plus extra hours, as needed, to accommodate meetings, events, and occasional, required travel.
- Salary is based on experience and education.

Application Instructions:

- 1 letter of introduction.
- 2 letters of recommendation.
- Updated Résumé.
- Salary expectations.
- **Submit the above to the following address via mail or email to:**

PRINCE OF PEACE CENTER

Attn.: Mr. Anthony Paglia, Chair, Search Committee

502 Darr Ave., PO Box 89, Farrell PA 16121

Ph.: 724.346.5777 Fax: 724.346.1440

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