

## Executive Director of Catholic Charities

Catholic Charities, Inc. (Catholic Charities) is looking for a NEW Executive Director! As the face of Catholic Charities in the 13 county, 10,000 square mile, Catholic Diocese of Erie, the dynamic leader will be empowered to forge a new path for the organization by leading a team, building internal and external relationships, and implementing a new pivotal strategy.

Catholic Charities brings help, hope, and healing to those in need throughout northwestern Pennsylvania. The successful candidate will be responsible for broadening the reach and impact of Catholic Charities network of agencies in the Diocese of Erie along with developing partnerships and support for local parishes, and organizations that align with Catholic Charities' mission.

Reporting to Catholic Charities' Board of Directors, this position provides administrative leadership and overall direction to advance Catholic Charities' vision, mission, strategy, annual goals, and long-term objectives. The successful candidate is accountable for all functions and operations, including organization leadership, fundraising, staff management, financial management, external relations, and Board relations.

A practicing Catholic, the Executive Director will ensure that Catholic Charities is represented at the diocesan, parish, and community levels, assists with the identification of community needs, and engage in program planning and policy formation. The Executive Director collaborates closely with the Bishop of the Erie Diocese regarding the charitable work and needs in the Diocese.

### Qualifications

The qualified candidate will ideally possess at least a bachelor's degree in related field with a master's degree and professional fundraising certificate preferred as well as the following experience:

- Minimum 5 years of progressive management experience. Non-profit experience preferred.
- 3 to 5 years of working experience with social/human services.
- Minimum 3 years of supervisory experience
- Experience working with a Board of Directors
- Budgeting and planning experience with a track record of success in strategy implementation
- Demonstrated success in fundraising, grant writing, and grant administration
- Experience working with endowments and endowed funds

For best consideration, please apply by June 10, 2022. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriercd.org/>. Applicants must submit a cover letter, resume, references and a signed and completed job application form in one of two ways:

- 1) Email all materials to: [hrinfo@eriercd.org](mailto:hrinfo@eriercd.org) - the collection site for Catholic Charities per the service agreement with the Diocese of Erie. (Application form must be completed, signed, and scanned.)
- 2) Mail to HR, Attn: Catholic Charities - Executive Director Search, 429 East Grandview Blvd., Erie, PA 16504