

Catholic Charities

Position Profile

Title:	Executive Director	Incumbent:	
Reports to:	Board of Catholic Charities	_____	_____
		Incumbent Signature	Date
Approved by:	_____	<input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt
	_____	<input type="checkbox"/> Ministerial	
	_____	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Part Time
		Anniversary Date:	_____
		Revision Date:	_____

SUMMARY

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.

PRINCIPAL RESPONSIBILITIES

Strategic Vision and Leadership

- Collaborate with the Board and staff to create a strategic plan ensuring that the budget, staff, and priorities of the organization are aligned with Catholic Charities' mission.
- Ensure that Catholic Charities' programs provide effective services that incorporate best practice standards.
- Provide leadership to staff and ensure the development and management of a professional and efficient organization.
- Establish effective and inclusive decision-making processes to enable Catholic Charities to achieve the long- and short-term goals and objectives of its strategic plan.
- Cultivate a strong and transparent working relationship with the Board of Directors.
- Deepen the relationship between Catholic Charities and its member agencies. Be aware of and responsive to changing needs of agency-client populations and communities.
- Collaborate with and support the Bishop of the Diocese of Erie to coordinate the charitable work and need in the Diocese.

Fund Development and Public Relations

- Serve as the face of Catholic Charities and be proactive in promoting its mission, values, and services at public events throughout the Diocese.
- Work with the Fundraising and Development Coordinator to grow financial and volunteer resources to enable Catholic Charities to make continuous progress towards the achievement of its mission.
- Formulate and execute comprehensive and consistent marketing, public relations, and development strategies to build awareness and drive support from major donors, foundations, government agencies, and corporations.
- Raise awareness for the services provided by Catholic Charities to residents in the 13-county service area.
- Build positive partnerships with the Diocese and its parishes. Cultivate individual parish relationships that engage pastors, priests, and parish staff in the organization's work and mission.

Financial Stewardship

- Demonstrate the highest level of business acumen, recommend budgets, oversee revenues and expenditures, and work closely with the Board and its committees to ensure the financial well-being of Catholic Charities.
- Oversee the distribution of Catholic Charities funds — as approved by the Board of Directors — to member agencies and parishes and ensure adequate reporting and outcomes.
- Oversee a grant resource development plan to include seeking, research, proposal writing, and reporting requirements.
- Oversee an annual financial review of Catholic Charities by an outside auditing firm

Administration

- Serve as ex-officio non-voting Director of member agencies.
- Provide support and leadership for Catholic Charities staff and an annual performance evaluation.
- Function as the Bishop's delegate to the Pennsylvania Catholic Conference Social Concerns Department.
- Build a diverse, equitable, and inclusive workplace culture consistent with Catholic faith that will enhance the ability of Catholic Charities to fulfill its mission.
- Coordinate the pastoral response team (PRT). *(The PRT is made up individuals from around the Diocese of Erie with varying expertise to provide targeted pastoral support and services when the need arises.)*
- Serves as liaison to the Bishop's Administrative Cabinet

QUALIFICATIONS

Education:

- Bachelor's degree in related field required; Master's degree preferred
- Professional fundraising certification preferred

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

Other Requirements:

- Highly organized and efficient with strong written and verbal communication skills
- Strong computer skills and proficiency with information technology and social media platforms
- Proven ability to adapt and be flexible amid a shifting environment
- Demonstrated awareness of evolving needs of the communities served
- Diversity awareness
- Must be a practicing Catholic; must be willing to reside within commuting distance of the Diocese of Erie and be able to travel to meetings within the Diocese; must have a demonstrated commitment to service of those in need
- Physical presence at St. Mark Catholic Center is expected, remote work on occasion.