

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



The MISSION OF PRINCE OF PEACE CENTER:

Prince of Peace Center (POPC) is an affiliate of Catholic Charities in the 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 in support of 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. POPC 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 the Prince of Peace Center according to the mission and strategic plan set by the POPC Board of Directors and the Corporate Membership of Prince of Peace Center. It is preferred that the Candidate for CEO be a practicing Catholic actively involved in their faith community. The CEO will report directly to the POPC Board of Directors and the Corporate Membership of Prince of Peace Center.

PRIMARY DUTIES AND RESPONSIBILITIES:

Leadership Requirements:

- Work cooperatively with the POPC Board of Directors to develop the Center's vision by following the strategic plan and by maintaining active and open communication concerning internal and external issues.
- Conduct official correspondence on behalf of and as directed by the POPC Board of Directors.
- Represent POPC and Catholic Charities at community events and serve as a spokesperson on behalf of Prince of Peace.
- Develop and implement operational plans which incorporate the goals and objectives related to the strategic plans and mission of Prince of Peace.
- Write policies and procedures for POPC as directed by the Board of Directors and review existing 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 POPC to the Members of the Corporate Board which includes the Bishop, Vicar General, Chancellor, Board Chair of Catholic Charities, Inc., as a member, as well as the Chair of the POPC Board of Directors.

Program Planning and Management:

- Manage the planning, implementation, and evaluation of POPC programs and services aligned with its strategic plans.
- Manage daily operations and supervision of staff 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 and direct the implementation of policies, procedures, and practices which 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.

- Monitor and supervise staff in order to promote policy and mission compliance, establish and maintain discipline and termination practices in accordance with established legal policies and procedures.

Fund Raising and Financial Management:

- Prepare and maintain an annual budget for Prince of Peace Board of Directors.
- Research and write proposals to develop funding sources for POPC and actively manage the scheduled fundraising activities.
- Execute and administer all funds according to the approved budget and POPC board policies. Ensure sound accounting and budgetary policies and procedures which comply with all laws relative to taxation and withholdings.
- Provide the Board of Directors Finance Committee with monthly comprehensive financial reports which include revenues and expenditures related to POPC.
- Monitor and evaluate risks involving POPC's physical plant, finances and community image and develop an appropriate risk-management plan.

Public and Community Relations and Advocacy:

- Provide updates on the work of POPC to the public, Catholic Charities, 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 POPC.
- Establish positive working relationships and outreach with local Churches and other faith-based groups to promote POPC services, volunteer opportunities, and seek donations.

Professional Qualifications:

- Possess, at a minimum, an educational requirement of a bachelor's degree. Administration and professional experience preferred with at least three years in leadership, management, and marketing principles.
- Experienced in fund raising, managing donors and grant writing.
- Preferred incumbent be a practicing Catholic in good standing and/or have 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 in order to actively promote POPC.

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.
- **Please submit the above to the following address via mail or email to:**

PRINCE OF PEACE CENTER
Attn.: Mr. Robert G. Ryhal, Chair
POPC Search Committee
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