

Catholic Charities of Southern Colorado

JOB DESCRIPTION

This document was
last reviewed on
November 11, 2022

Job Title: Executive Director

Reports To: Board of Directors

Department: Administration

Supervisory:

85+ EMPLOYEES

 CONTRACT WKRS

Eligible for Overtime: No (yes or no)

If no: PROFESSIONAL EXECUTIVE

 ADMINISTRATIVE OTHER

Pay Type: X SALARIED

 HOURLY

Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.

Job Titles Supervised:

All Catholic Charities employees

General Purpose: The Executive Director of the Catholic Charities Diocese of Pueblo, under the direction of the Board of Directors, provides leadership, ensures fiscal responsibility, carries out and develops programs and represents the agency in accordance with its values and mission. The Executive Director is responsible for management, facilitation and operations of all programs and services provided by the organization.

Essential Duties and Responsibilities:

Leadership and Management

- Plan, develop, supervise and lead the financially sound operation of all programs and services.
- Ensure ongoing programmatic excellence, rigorous program evaluation and consistent quality of finances and administration.
- Lead and oversee all human resources policies as set forth by the Board.
- Formulate budget and supervise financial accounting that meets all federal, state and local compliance standards.
- Ensure preparation of timely financial statements that are reported to the Board, Stakeholders, and Funders.
- Provide an active link to the Bishop and national office of Catholic Charities USA as well as keep staff informed of opportunities and new developments.
- Lead staff in operationalizing the strategic plan and manage for results.
- Lead all staffing related decisions and activities related to organizational design, talent management, and engagement, employee life cycle activities from recruitment to departures.
- Coordinate effective and ongoing communications among all staff and stakeholders.
- Support a work environment that fosters employee engagement, creativity, diversity, efficiency and effectiveness.

Strategic Planning

- Envision and determine the future of agency and the fulfillment of the mission with

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

staff, Board and community input.

- Set strategic vision to continue the Mission of the organization and Diocese of Pueblo.
- Partner with staff, members and other agencies to conduct community engagement and support of the community.
- Assess current service delivery models and create new methods to develop programs in support of the Mission.
- Collaborate with the Bishop, Board and volunteer committees to annually update the strategic plan. Develop annual goals and success metrics, budgets and use of internal staff and consultants.
- Advise the Board on issues, events, and new opportunities that directly support the Catholic Charities of the Diocese of Pueblo membership, identify opportunities to increase alliances and drive strategic priorities.
- Consult and collaborate with other related organizations and stakeholders to develop partnerships to identify trends, benchmark data and expand capacity.
- Engage staff in strategic planning and goal setting, drive innovation and accountability to support the strategic plan.
- Work with Catholic Charities of USA and the Diocese of Pueblo to strengthen relationships and increase alignment of services to best meet the community's needs.

Communication, Development, Advocacy, and Public Relations

- Responsible for oversight and coordination of Catholic Charities fundraising strategies, relating to grants development, building donor relations, and other fundraising activities.
- Provide oversight of strategies and action plans for advocacy, communications, program development and public relations for the agency.
- Represent the association to key stakeholders, legislators, policy makers, the public and media.
- Oversee all activities related to relevant federal, state and local legislation, regulations, and court decisions and Catholic Charities of the Diocese of Pueblo position statements.
- Develop and cultivate partnerships with leaders of other organizations to achieve Catholic Charities of the Diocese of Pueblo's mission and strategic objectives.

Board Relations

- Develop and convene effective meetings to support the Board's responsibilities effectively.
- Keep the Board and chair fully informed of the financial and organizational condition of the agency.
- Develop, maintain, educate and support a strong Board of Directors.
- Serve as ex-officio of each committee.
- Seek Board involvement with strategic direction and planning.

General

- Lead the mission to promote social justice, increase opportunity to reduce poverty for the people of southern Colorado.

Executive Director

- Follow Catholic Social Teaching to drive mission and better impact our community.
- Maintain a climate that attracts, retains and motivates top quality workforce and volunteers.
- Practice authentic servant leadership while acting as a coach and mentor to the director level staff members.

Minimum Requirements:

Education: Master's Degree preferred; bachelor's degree required in a related field such as Non-Profit Management, Human Services, Business Administration.

Qualifications:

- Must be baptized as a Christian, identify as a Catholic, be registered in a Catholic parish and be known to his or her priest.
- Must be willing to relocate to Pueblo County, if applicable.
- Committed to the mission of Catholic Charities of the Diocese of Pueblo. Knowledge of and/or demonstrated commitment to the trends, issues, regulations and best practices.
- Proven executive management experience preferably within a non-profit, or some combination of experience to have knowledge of the unique challenges and opportunities.
- A minimum of ten years' experience is preferred in leadership and management of staff, resource development, external and internal relations, financial management and strategic planning.
- Ability to recommend and administer a fiscally sound and responsible budget.
- A consensus builder who can collaborate with the Board, staff, community and partners. A team builder, leader and supporter. Proven skills in ensuring highly engaged staff through mutual respect and cooperation.
- Excellent verbal and written communication abilities to convey the strategic vision to a wide range of audiences through presentations, Board meetings and meetings with other external partners. Must be able to actively listen in addition to conveying messages.
- Ability to analyze and formulate information into sound, well-organized goals, strategies and actions.
- Demonstrated success in prudent risk taking and launching of new initiatives with measurable positive results with a focus on meeting the needs of the community now and into the future.
- Commitment to inclusion, diversity and equity through demonstrated leadership approach. Possesses cultural competence to build relationships.

Core Competencies:

- **Initiative and Creativity:** Plans work and carries out tasks without detailed instructions but seeks guidance when needed; makes constructive suggestions; prepares for problems or opportunities in advance; undertakes additional responsibilities; responds to situations as they arise with minimal

supervision; creates novel solutions to problems. Seeks and participates in training and job growth opportunities.

- **Ethical:** Makes ethical decisions and is trustworthy. Decisions and actions are professional, transparent and objective. Maintains appropriate boundaries and realistic expectations for self and families.
- **Judgment/Accountability:** makes sound decisions; basis decisions on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions. Understands and works to meet program and agency objectives and seeks appropriate supervisory guidance as needed; maintains processes of confidentiality and safety for clients and staff.
- **Cooperation/Teamwork:** Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.
- **Quality of Work:** maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work. Knowledgeable in field and is understanding of service population and community. Understands and follows program and agency policies and procedures and strives to develop further knowledge and skills. Knowledge of computer software including word processing spreadsheets, and database programs. Knowledge of labor laws.
- **Reliability/Coping Skills:** personally responsible; completes work in a timely, consistent manner, works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments. Maintains composure under pressure and does not become complacent or difficult when stressed. Keeps situations in perspective and accepts constructive feedback receptively. Ability to work with others in a respectful and effective manner. Ability to manage multiple priorities and interruptions.
- **Supportive of Diversity:** Treats all people with respect; values diverse perspectives, is nonjudgmental, compassionate, respectful, culturally and diversity sensitive and exhibits commitment to believe that all persons have strengths; treats others fairly without regard to race, sex, color, religion, or sexual orientation; recognizes differences as opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

Values:

- Catholic Charities is a multiservice nonprofit agency that maintains the highest standards of professional conduct while working to improve the lives of our clients.
- We respect each person that visits our office and treat them in a manner that reflects Catholic Social Teaching.
- We thrive in an atmosphere of mutual support and respect.
- We support professional development opportunities for our staff.
- CCDP does not discriminate against any client, employee or applicant because of race, color, religion, age, sex, sexual orientation, creed, ancestry, national origin, or disability.

Physical, Mental, and Emotional Requirements of this Position Include:

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)	X		
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE			X
CLIMBING (Stairs/Ladders)		X	
DRIVING			X
CRAWLING OR KNEELING	X		
BENDING	X		
WALKING/Uneven Surfaces		X	
WORKING ALONE			X
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	Over 20 lb	10-20 lbs	Under 10 lbs
LIFTING OVER SHOULDER	Over 10 lb	5-10 lbs	Under 5 lbs
REACHING OVER SH'LDER	Over 10 lb	5-10 lbs	Under 5 lbs
REACHING FORWARD	Over 10 lb	5-10 lbs	Under 5 lbs
PUSHING	Over 10 lb	5-10 lbs	Under 5 lbs
PULLING	Over 10 lb	5-10 lbs	Under 5 lbs
CARRYING	Over 20 lb	10-20 lbs	Under 10 lbs

	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			xx
VISUAL ACUITY: Far		X	
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
TRAVEL:		X	
Local		X	
National	X		
International	X		
REPETITIVE MOVEMENTS:			
(please list)			
OPERATING MACHINERY:			
COMPUTER and MOUSE			X
COPIER			X
FAX MACHINE		X	
PRINTER			X
TELEPHONE			X
OTHER (please list)			

Employee's Affirmation:

I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Essential Duties of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with the guidance of the Bishop and the greater Church.

Employee's Printed Name: _____

Employee's Signature: _____ **Date:** _____

Salary Range is \$90,000 - \$101,000 a year - Full-time

Candidates should send resumes to shelby@vidahr.com and kerry@vidahr.com

