

**CATHOLIC CHARITIES
DIOCESE OF MONTEREY
Position Description: Executive Director**

Agency Description:

Catholic Charities of Monterey is one of 12 Catholic Charities agencies in the State of California, and covers the Diocesan Counties of Santa Cruz, Monterey, San Benito, and San Luis Obispo. Our Mission is to provide specified human services to the poor and disadvantaged, to promote justice, peace, human dignity, self-determination and self-sufficiency in accordance with the Gospel and Catholic Social Justice Teachings and to cooperate with other individuals and groups of goodwill to strengthen our communities. The five major programs and services of Catholic Charities Diocese of Monterey are: Family Supportive Services Program, Mental Health Counseling Program, the Tattoo Removal Program, Immigration and Naturalization Program, and Mission Development and Fundraising.

Position: Executive Director

Salary Range: \$91,000 - \$137,000

Position Summary:

Under the supervision of the Bishop of the Diocese of Monterey, Catholic Charities Board of Directors, the Executive Director is responsible for the management, facilitation and operations of all programs and services provided by Catholic Charities including, but not limited to, fiscal aspects, planning, development and implementation of policies which govern operation of the agency. Work closely with agency staff to establish priorities and systems for staff development and provide adequate facilities for the operation of agency program. Represent the agency to the community including building strong relationships with key stakeholders and support of fund development activities. Represents the Agency in external meetings, seminars and programs. The Executive Director ensures that all Agency operations are integrally connected to the Mission and Vision of the Organization as well as Catholic Social Teachings.

Position Responsibilities:

To/with the Board of Directors

- Ensure that the mission and vision of Catholic Charities are carried out effectively, efficiently, consistently and collaboratively.
- Initiate, in collaboration with the Board of Directors, long-range strategic and operational planning. Is responsible for oversight and is accountable for implementation of all such plans.
- Develop, present, implement and review programs, policies and procedures to fulfill the mission and vision of Catholic Charities.
- Oversee the administrative and fiduciary functions of Catholic Charities while delegating duties and maintaining a formal means of accountability for all staff.
- Represent Catholic Charities to numerous community stakeholders and groups of associations and agencies as well as to the media.
- Work closely with Board members and staff to identify, cultivate and solicit potential major donors from both public and private sources in support of the programs of Catholic Charities.
- Recommend budgets and appropriate policies to the Board of Directors. Work with the staff, Finance Committee, and the Board in preparing a budget; see that the organization operates within budget guidelines.
- Assure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress.
- Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff, and carry out plans and policies authorized by the board.

- Maintain a working knowledge of significant developments and trends in the field and community needs in Monterey, San Benito, San Luis Obispo, and Santa Cruz counties.

Community Relations

- Diocese of Monterey
 - Maintain positive working relationships with the Diocesan Administrative Team as well as other diocesan directors and staff.
 - Inform the Diocesan Administrative Team of Catholic Charities fund development activities.
- “Friends of Catholic Charities”
 - Be a resource to the Fund Development Committee of the Board of Directors to plan and implement this new Board program.
 - Be a resource to parishes as they develop and implement the “Friends of Catholic Charities” Program.
 - Cultivate parish relationships with pastors and parish staff.
- Catholic Charities USA and Catholic Charities of California
 - Participate on various committees as necessary and appropriate.
 - Keep the Board of Directors and the Bishop informed of any relevant issues stemming from the work of the Catholic Charities USA and Catholic Charities of California.
- COPA (Communities Organized for Political Action)
 - Maintain a collaborative working relationship with the Lead Organizer for COPA
 - Keep the Board of Directors and the Bishop apprised of any issues or concerns that would impact Catholic Charities of the Diocese of Monterey.
- Knights of Malta
 - Cultivate the relationships among the Knights and Dames of Malta.
 - Prepare the grants necessary to secure funding for appropriate Knights of Malta programs that are implemented by Catholic Charities.
 - Explore opportunities to further cultivate and collaborate with the Knights of Malta regarding program development.
- Parishes
 - Cultivate relationships with parish pastors, priests and staff to promote the positive image and work of Catholic Charities.

Marketing/Community Relations

- In collaboration with the Diocesan Communication Director, plan and implement opportunities to promote the Catholic Charities story and image.
- Develop relationships with the press and media throughout the four counties of the Diocese.
- Publicize the activities of the organization, its programs and goals.
- Establish sound working relationships and cooperative arrangements with community groups and organizations.
- Represent the programs and point of view of the organization to agencies, organizations, and the general public.

Fund Development

Maintain and grow the Fund Development efforts of Catholic Charities. This will include but not be limited to the following:

- Organize the Catholic Charities Annual Appeal
- Expand the Opus Christi Society membership

- Coordinate the production of at least two newsletters a year
- Cultivate and maintain donor relationships
- Cultivate new donors
- Cultivate Foundation and Corporate giving
- Coordinate other fundraising events/efforts including grantwriting, grant reporting and management of funds as needed.

Staff/Administration

- Maintain official records and documents, and ensure compliance with federal, state and local regulations.
- Be responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers.
- Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
- See that an effective management team, with appropriate provision for succession, is in place.
- Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization.
- Maintain a climate which attracts, keeps, and motivates a diverse staff of top quality people.
- Be responsible for developing and maintaining sound financial practices.
- Ensure that adequate funds are available to permit the organization to carry out its work.

Qualifications:

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Education and Experience:

(Equivalent education and experience that demonstrates the ability to perform the job may be considered.)

- Education: Minimum – Bachelor’s Degree.
- Five years of proven leadership in a diverse and complex service organization.
- Experience in developing and adapting community-based programs responsive to local needs.
- Experience in building formal coalitions.
- Experience in budget planning, management and fund development.
- Must successfully complete all applicable background check.

Position Responsibilities:

- Interagency relationship within the Diocese of Monterey.
- Principles and practices of organization and administration/Principles of supervision, training and performance evaluation.
- Operational design, finances and budget.
- Creative fundraising approaches.
- Catholic Charities policies and procedures.

Skills and Abilities:

- Ability to communicate and promote the vision and mission of Catholic Charities.
- Familiarity with and strong commitment to Catholic social teaching.
- Ability to work effectively with internal and external constituents, including a diverse group of individuals from many cultures and walks of life, especially the immigrant population.
- Ability to lead a group toward a common goal.
- Bilingual (English/Spanish) preferred.

- Direct, evaluate, train and supervise the work of assigned personnel.
- Handle public contact and relations effectively.
- Plans short and long-range activities.
- Analyze and resolve problems.
- Maintain accurate and orderly records including tracking of Program Outcomes.
- Communicate effectively in written and oral form.
- Develop and maintain effective working relationships.
- Use independent judgment and initiative.
- Organize and direct several activities.
- Analyze and evaluate information.
- Display sensitivity, tact, responsiveness in various situations and needs.
- Maintain high level of confidentiality.

Physical Requirements:

- Ability to work at a desk for extended periods of time.
- Hours and days of work will vary according to workload demands; some evening and weekend work will be required.
- Frequent travel to the Catholic Charities offices (Monterey, Salinas, Watsonville and San Luis Obispo) and other locations as needed.

Benefits:

- Health insurance
- Life insurance
- Flexible spending program for dependent care and medical expenses
- Employer paid pension (defined contribution plan)
- 403(b): tax deferred retirement plan (no employer match)
- Vacation, personal time off and sick time

Application Information

Please submit a cover letter and current resume by **December 4, 2009** to:

Mail:

Mr. Christopher Panetta
Catholic Charities Executive Director Search Committee Chair
Fenton & Keller
Post Office Box 791
Monterey, CA 93942

Email:

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