



## **Job Description**

**Position Title:** Executive Director

**Accountable to:** Board of Directors/Bishop of the Diocese of Pueblo

**Employment Classifications:** Full-time Regular, Exempt

## **Position Overview**

Catholic Charities of Southern Colorado (CCSoCo), formerly known as Catholic Charities of the Diocese of Pueblo, has served families in Pueblo County since 1944. CCSoCo's programs stabilize individuals and families in crisis, strengthen families through case management and education especially in the area of early childhood development, and open new opportunities for economic mobility. At CCSoCo, we strive to ensure that children and their families have everything needed not just to survive but also to thrive. This is part of our larger vision as an agency of moving everyone we serve ever closer to reaching their full potential. At CCSoCO we respond to the needs of people in 29 counties regardless of faith, culture, or situation.

The Diocese of Pueblo is seeking a skilled and dynamic leader to promote the work and mission of Catholic Charities of Southern Colorado (CCSoCo). Under the direction of the Board of Directors, this role provides leadership and program support, ensures fiscal responsibility, and represents the agency with partner organizations, parishes, and communities across the diocese. Strong candidates are mission-minded, understanding that all leadership responsibilities are performed in concert with the agency's vision and Catholic social teaching, according to the principles of the dignity of the human person, the common good, subsidiarity and solidarity, as expressed in the *Compendium of the Social Doctrine of the Church*.<sup>1</sup>

**Don't miss this incredible opportunity to use your leadership skills and passion for the community to make a difference and participate in something truly special.**

## **ESSENTIAL DUTIES:**

- Responsible for overseeing daily operations and direction of the agency within the limits of authority delegated by the Board of Directors.
- Ensures that the mission is fulfilled through strategic planning, programs, community involvement and outreach.
- Implements the long-term strategic plan, policies and procedures authorized by the Board.
- Collaborates with the Board and provides information needed for the Board to make informed decisions regarding policy and program development.

---

<sup>1</sup> "The ethical requirement inherent in these pre-eminent social principles concerns both the personal behavior of individuals—in that they are the first and indispensable responsible subjects of social life at every level—and at the same time institutions represented by laws, customary norms and civil constructs, because of their capacity to influence and condition the choices of many people over a long period of time." From Chapter 4 §160-163



- Ensures that arrangements are in place to meet with the diocesan bishop monthly to share relevant information regarding the agency's operations and direction.
- Establishes and maintains a sound plan of organization and assures staff are delegated adequate authority to carry out their responsibilities within an appropriate framework of control.
- Oversees the agency's fiscal integrity to include an annual budget, monthly financial statements, quarterly and annual financial reports.
- Ensures solid budgeting systems are in place and that programs are based on sound budgetary and fiscal assumptions.
- Provides accurate and timely analyses that capture and communicate fundraising results, program results, variances, and performance trends.
- Keeps abreast of related federal, state, and local legislation, regulations, regarding CCSoco and the Diocese of Pueblo.
- Builds and leads an effective team dedicated to fulfilling the agency's mission through highly successful programs, community engagement, and fundraising.
- Responsible for the hiring and retention of competent, qualified staff according to diocesan policies and procedures.
- Provides leadership and long-term vision to significantly increase Catholic Charities visibility and image as the social arm of the Church.
- Responsible for fostering collaborative relationships and effective communication with the Board, staff, diocesan leaders and facilitating community relationships.
- Interacts with community leaders/groups, government agencies, donors, and other leading philanthropists to promote Catholic Charities services, programs, and initiatives.
- In partnership with the diocesan bishop, builds effective relationships and advocates with local elected officials and the state legislators on Catholic social and moral positions.
- Serves as the face of the agency and participates in events to increase visibility and credibility leading to the development of strategic partnerships, increasing community awareness and expansion of programs.
- Maintains a working knowledge of significant developments, trends and needs in the counties which the agency serves.
- Oversees a grant resource development plan including; seeking, research, proposal writing and reporting requirements.
- Oversees the development of a communications plan that incorporates online and offline strategies to drive interest, awareness, and support.

## **QUALIFICATIONS:**

### **Education and Experience:**

- Bachelor's degree in human services, Sociology, Social Work, Nonprofit Management, Business Administration, or a related field. Master's degree preferred.



- 5 - 10 years' experience in human services or related area managing a variety of programs, employees, and volunteers.
- 5 -10 years' experience in management/administration. Human Service/non-profit agency experience preferred.
- Must be a practicing Catholic in good standing and in full communion with the Church.
- Must be living a life consistent with the social witness of the Roman Catholic Church.
- The position requires the incumbent to reside within Pueblo County or the ability to relocate to Pueblo Country within 6 months of hire.

**Knowledge Skills and Abilities demonstrating applications of the following:**

- Familiarity with and strong commitment to Catholic social and moral teaching.
- Experience in developing and adapting community-based programs.
- High degree of business acumen and ability to apply this understanding to make decisions that create a positive impact on the agency.
- Ability to develop strong board relations.
- Possess budget management skills, including budget preparation, analysis, decision-making and reporting.
- Ability to manage the workflow of their staff, and delegating tasks.
- Ability to assess the work performance of staff and identify areas that need improvement.
- Ability to oversee and collaborate with a diverse group of individuals.
- Strong oral and written communication skills including the ability to effectively present information and communicate the philosophy, goals, objectives and vision of the agency and its various programs.
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector.

**Other Requirements:**

- Must be able to pass a criminal background investigation.
- Must comply with Diocesan Safe Environment protocols and complete safe environment training.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of*



*the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.*