



Position Title: Executive Director

Reports to: Board of Directors and the Bishop of the Diocese of Memphis

Scope: The Executive Director is responsible for the management and operation of all programs and services provided by Catholic Charities of West Tennessee (CCWTN) – a \$3.5 million, multi-program Agency with 25+ employees and more than 1,000 volunteers. He/she will provide leadership in developing, organizing, implementing, and evaluating all programs, services and staff under the auspices of the Agency and make recommendations to the Board of Directors and the Bishop regarding policies and issues involving day-to-day operations.

Key Functions:

Organizational Mission, Vision and Values

Ensures that the mission, vision and values of the Agency are carried out effectively, efficiently, consistently and collaboratively throughout the 21 counties of West Tennessee that comprise the Catholic Diocese of Memphis.

Board Governance and Planning

- Collaborates with the Board of Directors to develop and implement the Agency's strategic plan.
- Keeps the Board informed of Agency developments, challenges and opportunities and implements Board decisions.
- Drives the annual budgeting process with the Agency's CFO and presents a realistic budget to the Board for approval and the Bishop's acceptance.
- Develops Board leadership in key areas such as fundraising and programs.
- Leads Board formation in Catholic Social Teaching.
- Engages the Board in volunteer and outreach activities.

Organizational Operations

- Ensures that all Agency operations are connected to the mission and vision of the Agency and Catholic Social Teaching.
- Determines new service opportunities, which are thoroughly evaluated for mission compatibility, funding and sustainability.
- Oversees the maintenance of Agency properties.
- Oversees the hiring and supervision of CCWTN staff members.
- Develops and implements Agency policies.
- Works closely with staff in preparing and submitting private and federal grant/contract proposals
- Monitors private and federal grant/contract compliance and performance.

Fundraising and Development

- Serves as the face of Catholic Charities in promoting our mission.
- Works closely with the development team in Agency fundraising.
- Identifies key community stakeholders and builds strong relationships with these entities, to include foundations and corporations.
- Serves as Major Gifts officer for the organization.

Financial Oversight

- Oversees financial management of the Agency.

- Ensures Agency stewardship of its resources.
- Executes and administers all funds according to the approved budget and board policies.
- Assures that the annual external audit is completed in a timely manner and is presented to the Board of Directors for its approval and the Bishop's acceptance.
- Provides the Board of Directors with monthly financials reports.

Community Engagement

- Ensures Agency participation in religious and civic activities.
- Strengthens the Catholic identity of the organization by building relationships with local Catholic parishes, schools and organizations.
- Ensures Agency participation in advocacy for justice.
- Builds productive relationships with Catholic Charities USA, Tennessee Catholic Public Policy Commission, other Catholic agencies and the wider community.

Qualifications

- Master's degree in Social Work, a related field or management/business.
- 5+ years of experience managing a multi-service, non-profit organization providing social/human services or corporate business experience.
- Proven track record of fundraising success and Major Gifts procurement.
- Active and engaged member of the Roman Catholic faith.
- Ability to effect change as a leader and collaborator.
- Ability to work with other non-profits to create and sustain an atmosphere of mutual respect.
- Excellent writing and communication skills.
- Basic computer skills including the Microsoft Office Suite.

Key Competencies for Success

- A servant leader with compassion for the poor and vulnerable.
- Strategic and tactical leadership.
- Approachable, committed to diversity and able to build working relationships with all.

Position Level

- Full time, exempt position.
- This position will include evening and weekend obligations.

How to Apply:

Please submit a resume and letter of introduction to: jobs@cc.cdom.org with the job title in the subject line

OR apply by mail to: Director of Human Resources
5825 Shelby Oaks Dr.
Memphis, TN 38134

Updated: 07/08/2019