

~ JOB POSTING ~

Catholic Charities of Steuben Executive Director

Apply online at <https://www.catholiccharitiessteuben.org/>

Catholic Charities of Steuben is searching for a dynamic leader to serve as its Executive Director. The successful candidate will provide vision and direction to a staff of 100+, oversee a budget of \$6.4 million, serve as CEO to a strong board of directors, and will serve as a leader in the Steuben County human services community. The successful candidate must be an active participant in the Roman Catholic Church, have a minimum of five years of experience in executive management, preferably in human services.

PRIMARY FUNCTIONS:

As Agency's chief executive officer and a member of the Diocesan Catholic Charities executive management team, provides leadership and executive management for the Agency.

SPECIFIC DUTIES:

1. Executes policy and program plans authorized by the board of directors or the Associate Diocesan Director.
2. Provides primary staff leadership in developing the annual operating and strategic plans and budgets.
3. Directs and supervises the Agency's leadership team.
4. Ensures that all contracts are administered and executed professionally and in a manner, that is consistent with Agency values.
5. Fosters professional relationships with appropriate local government, and state officials, other human service providers, local and diocesan pastoral leaders, and the NYS CCC and Catholic Charities USA.
6. Ensures that parish social ministry is promoted, that appropriate parish social ministry needs are addressed, that the Agency maintains an effective public policy legislative network, and that Catholic Social Teaching is appropriately articulated in the community.
7. Ensures that the Agency has an effective public relations/fund development program.
8. Provides vision, insight, background information, policy recommendations, options and documentation and staff support to the board of director. Serves as an ex-officio member of the board of directors.
9. Participates as a member of the Diocesan Catholic Charities management team participating in assigned collaborative efforts to address diocesan charities directives and objectives.

TITLE OF DIRECT SUPERVISOR: Board of Directors and Associate Diocesan Director

QUALIFICATIONS:

Master's degree in Social Work, Public Administration, Business Administration, Theological Studies or related field is preferred.

Five years of executive management experience and demonstrated ability to develop and manage diverse social service programs.

Active participation in the Roman Catholic Church and ability to articulate Catholic Social Teaching.

ADDITIONAL REQUIREMENTS:

- Ability to travel outside of the local service areas when needed
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Adheres to all applicable federal and state laws and regulations including, but not limited to, those governing confidentiality, privacy, program, billing and documentation standards. All duties must be performed in accordance with CCCR's corporate compliance and ethics program.
- Knowledge of OASAS policies and procedures and the Substance Abuse Service Delivery system in Steuben County.

- Knowledge of Child Welfare policies and procedures and the Child Welfare service delivery system.
- Possess excellent verbal and written communication skills.
- Ability to multi-task and prioritize duties.
- Willingness to foster agency, department and program wide cooperation and team work through use of positive/constructive communication techniques.
- Ability to maintain absolute confidentiality in regards to all records reviewed including consumer records, employee records and billing records.
- Proficiency and experience with PC's and Microsoft applications.
- Ability to analyze and interpret data and to handle problem resolution.
- Possession of a valid NYS Driver's license and a driver's record considered acceptable by agency and insurance carrier.
- Continuous use of a reliable, registered and insured vehicle.
- Demonstrate commitment to Agency Mission Statement.
- Provide effective, equitable, understandable and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy and other communication needs.

Ability to meet the following physical requirements with or without reasonable accommodation:

- Use hands to manipulate, handle, feel, and control items or equipment, including motor vehicle;
- Stand, sit, walk, bend, stoop, kneel, and reach;
- Climb up or down stairs;
- Able to reach above or below shoulders;
- Occasionally lift or move objects weighing up to 10 lbs;
- Sitting at a desk or in a vehicle for long periods of time to perform certain job functions;
- Be able to read write and interpret written documents.

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