Position Description & Posting

**Title:** Chief Executive Officer/Executive Director  
**Department:** Administration

**Position Summary**
The Executive Director is the chief executive officer of Catholic Charities of Southeast Michigan, providing strategic leadership to the Agency consistent with the direction of the Board Chair and vision of the Archbishop of Detroit. In that capacity, the Executive Director/CEO is responsible for upholding the mission, vision and values of the agency. The Executive Director/CEO has the leadership responsibility for all aspects of the agency including planning, staff, budget and services to include overall financial, operational and strategic positioning of the agency and all its activities.

**Reports to:** Catholic Charities of Southeast Michigan Board of Directors Chairperson

**Supervises:** Agency Officers, Directors, Development and the Executive Assistant

**Qualifications, Knowledge, Skills & Abilities**
- Graduate degree in Non-Profit Management, Organizational Development, Finance, Human Services, Public Administration or related field from an accredited college or university; nonprofit health and human services organization experience preferred.
- Minimum ten (10) years of leadership experience or an equivalent combination of education and experience with a record of successful leadership, management and operational strategies.
- Dynamic and results-oriented with demonstrated ability to implement change for continued growth and long-term financial success.
- Decisive leadership style while also inspiring collaborative input from diverse constituencies.
- Strategic financial experience with strong business acumen to combine experience, knowledge, perspective and awareness to make sound decisions.
- Firm knowledge of behavioral health management practices and grant funded operations.
- Proven track record of generating revenue; developing community partners and benefactors underlining a strong understanding of fundraising and development.
- Demonstrated ability to develop and maintain community partnerships and advance collaborative projects.
- Proven track record of successful communication, people development and strategy development.
- Committed, passionate, people-oriented individual who operates with a high sense of urgency on behalf of agency stakeholders.
- Strong communication skills and natural ability to connect with others to advance agency mission in Southeast Michigan
- Assertive, Articulate and able to speak to the needs of the organization from benefactors to the Board of Directors and Archdiocese of Detroit.
- Must be a practicing Catholic in good standing with the Church and possess a deep knowledge of the structure and the social mission of the Catholic Church.

**Essential Duties and Responsibilities**

**Leadership:**
Formulate and implement the strategic plan and administrative policies and procedures in consultation with and approval of the governing board of directors.

Establish operating plans, procedures and financial policies in accordance with the agency by-laws, Archdiocesan guidelines and government regulations.

Build Development team to increase community awareness and parish engagement to lead to increased donor, benefactor and foundation revenue.

Lead the development, communication and implementation of effective growth strategies and processes.

Collaborate with the executive management team to develop and implement plans for the operational infrastructure of systems, processes and personnel designed to accommodate the financial objectives of the company.

Motivate and lead a high-performance management team to attract, recruit and retain members of the executive team to empower them to meet agency strategic plan and growth objectives.

Provide mentoring as a cornerstone to the management career development program.

Hire, direct, manage, appraise performance rewarding and disciplining employees as assigned.

Receive guidance from executive management team; addressing complaints and resolving problems as appropriate.

Represent CCSEM both internally and in the community, communicating the Catholicity, mission, vision and values of the agency to employees, board members, diocesan leadership and the community at large.

**OPERATIONS:**

- Oversee the budget preparation, monitors monthly program adherence to budget and support the fundraising activities of the agency.
- Oversee programs and operations of the agency via qualified administrative staff and management who are properly delegated and empowered to perform their responsibilities in the best interest of the agency.
- Communicate regularly and routinely with the governing and advisory boards and local committees and facilitates meetings as required to support the fiduciary responsibilities assigned to these entities.
- Ensure compliance with standards adopted by the agency as required by accreditation or by accounting regulations necessary to produce financial and programmatic reviews of performance.
- Provide oversight to assure compliance to all agency policy and procedures regarding human resources hiring practices, fair labor standards while maintaining both confidentiality and professionalism.
- Annually, present to the governing board of directors a program and fiscal plan of operations including required personnel, salary, and operational expense schedules and revenue requirements and source.

**SERVICES:**

- Meet regularly with staff and management to ensure quality programs and services being delivered in a competent, professional and caring environment for both staff and client populations.
- Provide leadership in fundraising and developing new programs/services that represent Catholic values and are consistent with the principles of subsidiarity and good stewardship, reflective of community need.
- Develop and enhance CCSEM’s external relationships including a broad range of donor constituencies.
- Develop and sustain relationships within the community including Parishes, Pastors and other Archdiocesan entities as well as potential, external community agencies, collaborations and initiatives consistent with the mission of the agency.

This position requires travel up to 50% of the time, including some overnight stays.
POSITION CLASSIFICATION, TYPE & EXPECTED HOURS OF WORK:

This is a full-time exempt position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. This position regularly requires long hours and may include evening and weekend obligations.

HOW TO APPLY:

If you are a dynamic, results oriented leader with strong community connections, financially savvy and meet the position qualifications, please send your resume to:

Maureen Brosnan, CCSEM Interim CEO  brosnanm@ccsem.org

APPLICATION DEADLINE:

Resumes must be received on or before Friday, June 28, 2019 for consideration.

Thank you for your time and interest in Catholic Charities of Southeast Michigan.