The Diocese of Houma-Thibodaux is seeking an Executive Director of Catholic Charities.
Position Summary

The Executive Director is responsible for the overall executive leadership and operational administration of Catholic Charities in the Diocese of Houma-Thibodaux (CCHT). The Executive Director ensures that the agency fulfills its mission to provide service to people in need, to advocate for justice in social structures, and to call the Church and other people of good will to do the same. The Executive Director ensures that the agency is represented at the diocesan, parish and community levels, serves on and provides leadership to selected local, state and national bodies for the purpose of interpreting the mission and programs of the agency, assists with the identification of community needs, and is engaged in program planning, policy formation and standard setting. The Executive Director is accountable to and answers to the Board of Directors.

Essential Duties and Responsibilities Include the Following:

(other duties may be assigned)

- Promotes the mission, vision and values of CCHT
- Provides oversight to all programs and services of the agency
- Ensures the delivery of quality services
- Human resource management
- Establishes and maintains positive relations with the Diocese, parishes and community partners
- Works in partnership with the Board of Directors of CCHT

This Position Supervises

- Catholic Charities' Staff
About the Position
Catholic Charities

Education and Experience Qualifications

- Active Catholic in good standing
- Master’s degree
- Well versed in Catholic Social Teaching
- Teaching/public speaking experience
- Leadership experience

Other Skills Required:
- Excellent written and verbal communication skills
- Ability to organize and work independently
- Ability to write professionally
- Proficient in social media platforms

Certificates, Licenses, Registrations:
- Must maintain up-to-date Diocesan Safe Environment Training, including a criminal background check. Must have a valid driver’s license.

Physical Demands / Working Conditions:
- Ability to drive throughout the diocese/state for day and night meetings and presentations
- Able to work a flexible schedule as needed

Other Qualifications

- Demonstrated leadership ability
- Excellent communication skills both written and verbal
- Computer literacy required
- Must respect the teachings of the Roman Catholic Church
About the Position
Catholic Charities

Duties:

1. Promotes the mission, vision and values of CCHT
   • Possesses a working knowledge of the official social teachings of the Church
   • Ensures that services comply with acceptable Standards of Care and the Code of Ethics of Catholic Charities, as well as the official teachings of the Roman Catholic Church
   • Provides leadership to ensure that the administrative and programmatic goals of Catholic Charities are fulfilled
   • Leads consensus among agency staff in support of the mission and programs of the agency

2. Provides oversight to all programs and services of the agency
   • Works with the Board of Directors, Diocesan Executive Leadership, and staff to develop and execute long and short-term planning, goal setting, determination of administrative and programmatic priorities
   • Responsible for the overall oversight and evaluation of current programs and services, research and development of new programs and services, and hires suitable staff with appropriate credentials
   • Ensures the fruitfulness of all agency programs, ensuring measurable and demonstrable impacts as set forth in program goals and objectives
   • Provides necessary collaboration of CCHT with the Catholic Foundation of South Louisiana for the fundraising and development initiatives of the agency, facilitates the development of annual budgets, monitors income and expenditures, provides oversight to the accounting operations of the agency and reports financial information to the Board of Directors

3. Ensures the quality of services
   • Provides leadership and oversight to the continuous quality improvement program of the agency
   • Monitors the outcome of programs and services provided by the agency
   • Implements and ensures compliance with the policies and procedures adopted by the Board of Directors of CCHT
   • Ensures that the agency meets all contractual, professional and accreditation standards and obligations, including the Standards for Excellence and all federal and state law
   • Ensures maintenance and upkeep of all CCHT buildings and equipment.

4. Human resource management
   • Recruits qualified staff and provides leadership, supervision, training, evaluation, and termination to the agency staff including the delegation of appropriate responsibilities
   • Ensures licensure or other educational requirements needed to fulfill the responsibilities of the position for agency staff are met
   • Works in collaboration with the diocesan human resources director
5. Establishes and maintains positive relations with stakeholders throughout the Diocese of Houma-Thibodaux
   • Represents the agency, its mission and values in the community
   • Ensures a strong working relationship exists between Catholic Charities and all diocesan entities, particularly pastors, parishes, and social ministry groups
   • Works cooperatively with all who fund or support the activities of the agency
   • Networks with other community-based organizations and groups who serve the community in similar ways as the agency
   • Provides leadership in community efforts to identify service needs, set priorities and expand resources for service delivery
   • Maintains active involvement with Catholic Charities USA and other state and national standard setting and accrediting bodies and serves on those boards and/or committees when appropriate

6. Works in partnership with the Board of Directors of CCHT
   • Provides information, liaison services and orientation to the Board of Directors of CCHT
   • Assists with and participates in board development, fund-raising, policy formulation and planning activities of the Board of Directors of CCHT
   • Provides consultation to the Board of Directors of CCHT in carrying out their responsibilities, understanding the needs of the community

7. The position will require a work schedule of 35 hours per week
   • Normal business hours: Mon–Friday 8:30 am–4:30 pm with a 1-hour lunch break
   • Schedule can be flexible.

The Executive Director is responsible to carry out other duties as assigned by the Bishop and/or the Board of Directors of CCHT.
About the Diocese
Catholic Charities

The Diocese of Houma-Thibodaux

The Roman Catholic Diocese of Houma-Thibodaux was formed out of the Archdiocese of New Orleans on June 5, 1977. The area covers the civil parishes of Terrebonne, Lafourche, parts of St. Mary (Morgan City and Amelia), and part of Jefferson (Grand Isle). The diocese includes 38 Church Parishes, 6 Mission Communities of Faith, 9 Catholic Elementary Schools, 2 Catholic High Schools, 1 PreK-12th Catholic School, and several Diocesan Offices (including Catholic Charities) that serve and support our churches, schools, and the local community. Following Jesus’ instruction presented in Matthew 28:19, the mission of the Diocese of Houma-Thibodaux, simply put, is to form missionary disciples of Jesus Christ.

The Local Community

The draw of authentic Acadian culture mixed with progressive economic development make our area the right place to call home. With a thriving economy, a diverse environment, a world class medical community, outstanding education, plantation homes, and excellent dining and entertainment, the bayou region of South Louisiana provides the perfect environment.

South Louisiana is special. You feel it immediately when you arrive. Our culture, faith, music and food will entice you to stay. The “Cajuns” make up the largest cultural group of people in this region of the state. These French-Acadian descendants are defined as much by their language and their culture as their “joie de vivre,” or love for life. Our communities are modern, but the roots of our Cajun culture are still flourishing.
Salary

Commensurate with qualifications and experience

To apply, please include

For consideration, please submit a cover letter, including salary requirements, three professional references, and a resume to hr@htdiocese.org.

Application Deadline

Applications are now being accepted until November 19, 2021, or until the position is filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information, or any other basis prohibited by applicable law.

*The Diocese, in its sole discretion, reserves the right to require “practicing Catholic” to be a qualification for a position.