Diocese of Steubenville

Director of Catholic Charities & Social Concerns

Responsible for leading and managing a comprehensive array of services and programs. Position reviews on an ongoing basis services being offered and engage in development of new programs/services as needs emerge. They are responsible for ensuring that Catholic Charities services are in compliance with government and donor regulations, certifications, and licensing requirements. This position coordinates and has direct oversight of all Catholic Charities programs including Samaritan House and the Sacred Heart Center of Hope.

Primary Duties and Responsibilities:

- Provide effective and inspiring leadership, as well as stewardship, of Catholic Charities by being actively involved in oversight of all programs and services.
- Implement and lead a continuous quality improvement process throughout the program and service areas, focusing on systems/process improvement.
- Ensure that all program activities operate ethically and within regulatory guidelines in accordance with the mission and values of Catholic Charities.
- Manage Catholic Charities budget.
- Ensure the continued financial viability of Catholic Charities' program/service units through sound fiscal management.
- Provide leadership and input for all program planning and implementation with Diocesan leadership.
- Assess experience, skills and limitations of clients.
- Identifies opportunities suitable for clients.
- Assist clients in filling out applications.
- Serve as the official liaison between all secular, non-profit and government agencies and programs and the Diocese.
- Implement the mission, vision and values of Catholic Charities.
- Ensure ongoing local and diocesan programmatic excellence, rigorous program evaluation, and recommend timelines and resources needed to achieve the strategic goals.
- Actively engage and energize volunteers including the TOR Sisters, board members, event committees, partnering organizations, and donors.
- Develop, maintain, and support a strong Board of Directors; serve as ex-officio of each committee; seek and build board involvement with strategic direction for both ongoing local and diocesan operations.
- Expand local revenue generating and fundraising activities to support existing program operations and regional/Diocesan expansion of programs.
- Deepen and refine all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Design the expansion and complete the strategic business planning process for the program expansion into new markets.
- Begin to build partnerships in new markets, establishing relationships with the donors, and political and community leaders at each county.
- Oversee the daily operations of the organization, providing executive direction of all program strategy, compliance, quality assurance, and program efficiency.
• Identify and implement staffing requirements for efficient operations of all programs, maintaining a strong culture and work climate that attracts and retains staff, and drives Catholic Charities mission.
• Represent the organization and increase awareness of Catholic Charities and its program’s.
• Develop an actionable plan for fundraising and managing monthly cash flow.
• Develop and plan an annual fundraising event.
• Promotes Catholic Social Teaching and deepens commitment to Catholic Identity within the organization.
• Supervise Interns.

Skills and Competencies:

• Strong relationship builder and communicator with experience working with a diverse group of people.
• Passionate about Catholic Charities' mission and able to promote and communicate the philosophy, mission, and values of Catholic Charities to external and internal stakeholders.
• Evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
• Strong written and verbal communication skills.
• Knowledge of leadership and management principles related to nonprofits.
• Able to act and react as necessary, even if limited information is available.
• Evidence of the practice of a high level of confidentiality.
• Diligent and firm understanding of ethical practices.

Education and Experience:

• Minimum of 10 years of professional experience overall, with a minimum of five years of senior-leadership experience supervising seasoned staff operating multiple human services programs.
• Master's Degree in Social Work, Public Administration, Business Administration, or related field.

Requirements:

• Must understand, support and embrace the mission of The Diocese of Steubenville.
• Willingness to travel throughout the 13 county area.
• May require occasional evening and weekend hours.
• Must exhibit a professional, respectful and courteous disposition when interacting with internal and external customers.

Work Place Factors: While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Minimum physical exertion. Duties involve moving materials weighing up to 5 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment. Usual office working conditions. The noise level in the work area is typical of most office environments.
Reports to: Vicar General

FLSA Status: Full-time (Exempt)

Hours: 9:00 am – 4:00 pm some evenings & weekends

This is not intended to be an all-inclusive list. Additional duties, expectations and responsibilities may be added or changed as needed to meet the Diocese’s growing needs.