



Catholic Charities of Wyoming Job Description Executive Director

POSITION TITLE:	Executive Director
ACCOUNTABLE TO:	Board of Directors
EMPLOYMENT CLASSIFICATION:	Full-time Regular, Exempt
SALARY:	\$70,000.00

MISSION STATEMENT:

The mission of Catholic Charities of Wyoming is to foster community action by calling upon all disciples and people of good will to join in compassionately serving and advocating for persons in need.

POSITION OVERVIEW:

Under the direction of the Board of Directors, the Executive Director provides leadership, ensures fiscal responsibility, carries out and develops programs and represents the agency in accord with its mission. The Director is responsible for overseeing daily operations and implementing the long-term strategic plan; fostering collaborative relationships and effective communication with the Board, staff, and diocesan leaders; facilitating community relationships, and growing marketing and development efforts. The position requires frequent travel in the state of Wyoming.

JOB QUALIFICATIONS & COMPETENCIES

The candidate must be able to handle detailed, complex concepts and problems, balance multiple tasks simultaneously, and make sound decisions regarding administrative issues. This position requires the ability to work well with others and demonstrate grace under pressure while maintaining a sense of humor.

Knowledge in the following areas is desired:

- Non-profit management and governance
- Philanthropy
- Community relations
- Government contracts

- Social services and human service agencies
- Proficiency in information technology and all social media platforms
- Cultural sensitivity with an emphasis on Native Americans and immigrant populations

Education & Experience:

- Bachelor’s degree (minimum);
- 3-5 years leadership with nonprofit management experience, preferred;
- Transparent communication and high integrity;
- Experience in developing and adapting community-based programs responsive to local needs and ability to work effectively with a diverse group of individuals from different cultures and walks of life;
- Proven track record of strong board relations;
- Solid, hands-on fiscal management skills, including budget preparation, analysis, decision-making, and reporting;
- Strong organizational abilities including planning, delegating and program development;
- Supervisory experience and demonstrated ability to oversee, motivate, and collaborate with staff and others in a positive manner;
- Knowledge of fundraising strategies and donor relations unique to the nonprofit sector;
- Strong computer skills;
- Strong written and oral communication and presentation skills;
- Familiarity with and strong commitment to Catholic social justice teaching;
- Bilingual (English/Spanish) preferred, but not required;
- Fully initiated, practicing Catholic in good standing and of proven faith, good morals, and good reputation;
- Comply with Diocesan Safe Environment protocols through Catholic Mutual Group: background check, safe environment training and driving requirements.

KEY RESPONSIBILITY AREAS (KRA)

KRA 1: OPERATIONAL OVERSIGHT:

1. Be responsible to the President or designee, exercise the authority for the effective administration, day-to-day management, and direction of the organization within the limits of authority delegated by the Board of Directors;
2. Implement the policies, procedures, and strategic plan authorized by the Board;
3. Establish and maintain a sound plan of organization and assure that staff are delegated adequate authority to carry out their responsibilities within an appropriate framework of control;

4. In collaboration with the Finance Committee and Board of Directors, oversee the agency's fiscal integrity to include an annual budget, monthly financial statements, quarterly and annual financial reports;
5. Responsible for the hiring and retention of competent, qualified staff according to the policies and procedures established by the Board.

KRA 2: BOARD, STAFF, AND DIOCESAN RELATIONS:

1. Support the Board President in the creation of meeting agendas;
2. Report regularly and work collaboratively with the Board of Directors to provide leadership, strategic planning, and policy development;
3. Provide the information needed for the Board to make informed decisions;
4. Facilitate effective communication among the organization, Board of Directors, and committees;
5. Maintain formal and informal reporting relationships with the staff, Board, and its committees to insure effective policy and program development;
6. Foster and maintain a positive relationship and effective communication with staff and volunteers.

KRA 3: MISSION, VISION, AND STRATEGIC PLANNING:

1. Ensure that the mission is fulfilled through strategic planning, programs, community involvement and outreach;
2. Convey a vision of the agency's strategic future to staff, volunteers, donors, parishes, clergy, and diocesan leaders;
3. Collaborate with the Board to develop long-range strategies that ensure the agency successfully fulfills its mission into the future;
4. Maintain a working knowledge of significant developments and trends in the field and of the social needs in the counties which the agency serves.

KRA 4 : COMMUNITY, MARKETING & DEVELOPMENT

Community Relations

1. As the primary spokesperson for CCW, enhance the agency's image and increase overall visibility throughout the state of Wyoming.
2. Ensure that the appropriate diocesan leaders are kept informed on the ministries of the organization;
3. Work closely with community stakeholders, agencies, associations, and the general public to establish sound working relationships;
4. In collaboration with the Diocesan Director of Communication, plan and implement opportunities to promote the agency's mission and image.

Marketing & Development

1. Maintain and grow development efforts and major gifts program in cooperation with Wyoming Catholic Ministries Foundation;
2. Implement a communications plan with the assistance of the Diocesan Director of Communications that incorporates a range of both online and offline tactics which drive interest, awareness, participation, and support;
3. Collaborate with all development and fundraising activities;

4. Work closely with the Board and staff to identify, cultivate, solicit, and maintain donors from both public and private sectors;
5. Oversee a grant resource development plan to include seeking, research, proposal writing and reporting requirements.

Appointment and Term:

This position is “at will,” meaning the employee can be dismissed at any time with or without any statement of cause or reason for dismissal. Appointment and removal are at the discretion of the Board of Directors.

Payroll Status: Exempt. Standard Employee averaging a minimum of 40 hours per week.

Evaluation: Annual evaluation by the Board of Directors which does not change the at will nature of this employment.

Employee Signature

Date

President, Board of Directors

Date