

# CHIEF EXECUTIVE OFFICER

Job Description Form



Division/Department	Administration	
Location	2010 Bridge Blvd. SW, Alb., NM 87120	
Reports to	The Archbishop of Santa Fe and the Agency's Board of Directors	<i>Title</i>
Level/Grade	Type of position:	Hours: <u>+40</u> / week
<b>NA</b>	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt

## SUMMARY

The Chief Executive Officer (CEO) serves as the leader and primary spokesperson for Catholic Charities and its affiliates and/or subsidiaries. This position identifies and pursues strategic opportunities to increase the profile of Catholic Charities among current and potential funders and partners (corporations and grant entities) and policy makers. Monitors fiscal processes, resource development, and grants administration. The CEO facilitates opportunities for program growth and development. The CEO directs and supervises all staff and contractors, monitors, and evaluates the agency program results for compliance with national standards and provides technical assistance to the Board of Directors in fulfilling its governance function. All work will be performed in faithful conformance to Biblical values, the social teaching of the Catholic Church, and the Code of Canon Law.

## RESPONSIBILITIES

- Develops and implements strategic plans, including the definition of strategic and financial objectives, resource requirements, timeframes, and implementation in collaboration with the Board of Directors. Initiates, analyzes, and implements action plans to achieve defined objectives. Responsible for ensuring compliance with regulatory requirements, including fiscal controls, board of directors' insurance, officer liability, and business coverage.
- Monitors and evaluates the performance of the agency and its programs against established strategic goals and objectives. Reviews results with staff and takes appropriate action, as necessary. Develops organizational policies for approval by Board of Directors.
- Maintains and develops program services in accord with Agency mission and community needs, in collaboration with management staff.
- Works with community leaders, funders, and colleague agencies to develop collaborative network and interpret mission and services of Catholic Charities. In addition, oversees partnership with Catholic organizations, other church denominations and appropriate associations.
- Incorporate and demonstrate the mission, vision, work, core values, and activities of Catholic Charities in a positive manner with all staff, clients, and the public at all times.
- Provides oversight and direction for the stewardship of the organization's finances. The CEO will ensure the financial integrity of Catholic Charities, directing all budgeting, accounting, and auditing activities. The CEO ensures compliance with all applicable laws.
- Provide high-level oversight of grant programs to ensure compliance with funder requirements, Federal, State and Local government regulations as well as active oversight of governmental monitoring.
- Supervision and coordination of overall administration of services and management of staff.
- Ensures the development of an effective management team, with provision for succession. Maintains a climate that attracts, motivates, and retains quality professionals and volunteers.

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**RESPONSIBILITIES**

- With the President of the Board, develops agendas for meetings, makes recommendations for the composition of the Board and its committees, and facilitates the best thinking and involvement of each Board member. Informs the Board and the President on the condition of the organization and all factors influencing it.
- With the Board, actively cultivates new relationships with political leaders, corporate executives, and other funding sources to meet Catholic Charities revenue and program goals.
- Works with Board of Directors to develop and implement policy, reports to Board regarding policy and program services.
- Also serves as President and Board Chair of CC Housing, Inc. The duties for CC Housing include management of the Executive Vice President/Chief Operating Officer, and execution of contracts.
- Completes all other duties as assigned.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands to manage, control, or feel objects, tools, or controls, understand the speech of another person, speak clearly so listeners can understand. The employee is frequently required to walk or stand, reach with hands or arms, climb or balance, stoop or kneel. Specific vision abilities required by this job include close and distance vision.

**WORK EXPERIENCE REQUIREMENTS**

- Minimum of 5 years of administrative experience in a human services agency.
- Minimum of 4 years of supervisory experience.
- Minimum of 4 years of experience in government grant management and preparing budgets.
- Minimum of 4 years of direct experience in a non-profit agency including budget management, development, and implementation.
- Valid driver’s license and a clean record.
- Proficient with Microsoft Office Suites and database experience.
- Strong command of the English language and excellent writing skills.
- Sensitivity to, and familiarity with, the mission of Catholic Charities and the multicultural community of New Mexico.

**EDUCATION REQUIREMENTS**

- Minimum requirement of M.A., M.B.A., or M.S. in counseling, social work, public administration OR a satisfactory equivalent combination of education and experience.
- Bilingual in English/Spanish preferred.

**Employee’s Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

***THIS SECTION IS COMPLETED BY HUMAN RESOURCES***

REVIEWED BY	<i>Title</i>
APPROVED BY	<i>Title</i>
DATE POSTED	
DATE HIRED	