

## **Executive Director of Catholic Charities of Corpus Christi, Inc. and the Mother Teresa Shelter, Inc.**

### **Job Description:**

The Executive Director of Catholic Charities of Corpus Christi, Inc. and the Mother Teresa Shelter, Inc. serves as the top management person for both organizations. The Executive Director is responsible for overseeing the administration, programs, and development of the strategic plan for both organizations. The Executive Director will maintain a strong foundation of mission and Catholic teaching within the organizations. The position reports to a Board of Directors.

The organizations serve the Diocese of Corpus Christi, Texas that is comprised of a 12-county area around Corpus Christi, Texas. There are 12 programs administered through the two organizations which serve over 275,000 clients per year. Normal staffing is 35 that includes both full and part-time employees.

### **Responsibilities:**

The principle responsibilities include, but are not limited to the following:

### **Organizational and Board Governance**

- Ensure the missions of Catholic Charities and Mother Teresa Shelter are carried out in a consistent manner in accordance with the intent of their missions
- With the Board of Directors, develop short and long-term strategies that that will allow the two organizations to carry out their missions
- Review, develop, and implement policies and procedures that will accomplish the strategic plan
- Maintain timely and effective communication with the Board and Bishop of the Diocese of Corpus Christi that will provide the information needed to make informed decisions
- Plan and conduct monthly Board meetings

### **Organizational Administration**

- Oversee the daily functions of the organizations and direct the staff to perform the duties necessary to accomplish the mission of the organization
- Maintain a formal means of accountability
- Develop and implement training and developmental programs for the staff
- Ensure programs are properly staffed with qualified personnel
- Sign grant proposals, agreements, and other documents as approved by the Board of Directors

### **Financial Stewardship and Viability**

- Prepare an annual budget for each of the organizations
- Identify, cultivate, and solicit current and potential donors and grants to support the programs of the organizations
- Ensure the operations of the organizations are fiscally sound at all times
- Public Relations
  - Maintain and develop relationships with community partners; stakeholders; associations; agencies; and media on a local, diocesan, state and national level
  - Serve as the public “face” of the organizations
- Spirituality
  - Promote all core Catholic teachings and values through actions and words

- Connect with the Priests, Deacons and Laity leaders in Parishes throughout the Diocese of Corpus Christi so they can deliver the programs and services of the two organizations to their Parish
- Other responsibilities as may be assigned by the Board of Directors

**Qualifications:**

- Bachelor's degree from an accredited program in business, public administration or social services
- Ten years of proven senior leadership in a service organization, preferably the non-profit sector, demonstrating high integrity
- Strong communication skills, written and oral, with ability to communicate to a diverse audience
- Bilingual (English/Spanish) preferred
- Ability to implement and execute short and long term strategic plans
- Ability to train, motivate, and develop staff so they perform as a cohesive team
- Experience in financial management, budgeting and fund development
- Leadership style where compassion is a key competency when administering programs for the most vulnerable in our communities
- Competency in Microsoft Office Suite
- Ability to travel
- Ability to lift 50 pounds

**Additional Requirements:**

- Valid Driver's License
- Submit to employment required screenings, criminal background and drug screening.
- Certified in Safe Environment training by the Office Of Safe Environment and Child/Family Resources
- Position requires adherence to diocesan policies and procedures

**Hours:**

Full Time

**Closing Date:**

Until Filled

**How to Apply:**

All interested candidates may download an employment application from the Diocese of Corpus Christi website or send a resume to:

**Contact Person:**

Mike McLellan

**Mailing Address:**

P. O. Box 9056, Corpus Christi, Texas 78469

**Email Address:**

[mmclellan@diocesec.org](mailto:mmclellan@diocesec.org)