



JOB POSTING

Job Title: Executive Director

Location: Jackson, Lenawee & Hillsdale

General Statement of Duties:

The Executive Director ultimately serves as the face of our agency and is responsible for the overall operations in compliance with the laws of the State of Michigan, the ethical and religious teachings of the Catholic Church, and the policies, philosophy, and objectives of the Diocese of Lansing. The person in this role works closely with the Board of Directors and program managers to create a strategic vision for the agency, serving the most vulnerable in our community through programs such as various forms of counseling, child advocacy centers, foster care & adoption, children's trauma assessment, roadmap to graduation and senior transportation. The person in this role is also responsible for expanding our services to fit the needs of our communities, while maintaining a sound financial structure.

Qualifications:

- Must be a practicing Catholic and adhere to the moral teachings of the Catholic Church, i.e., must not teach, advocate, or in any way encourage beliefs or behaviors contrary to Catholic teachings.
- College degree with experience in the administrative or clinical function of a human services or health care organization is required.
- Seven to ten years of progressive leadership, including program and financial experience is required.
- Ability to handle sensitive and confidential information required.
- Strong problem solving and conflict resolution skills required.
- Strong analytic, computer, organizational and time management skills required.
- Excellent people, communication, written and presentation skills required.
- Prior managerial responsibility in a not-for-profit organization would be particularly beneficial.

Classification:

- Full Time
- This position reports to the Board of Directors and is also responsible to the Diocese of Lansing.

Hours:

- Must have flexible availability.
- Must be willing to travel to Jackson, Lenawee and Hillsdale locations.

Application Process:

If interested please respond immediately in writing with resume and cover letter to Connie Varner, Director of Human Resources and Operations at cvarner@catholiccharitiesjlhc.org. EOE

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Catholic Charities of Jackson, Lenawee & Hillsdale Counties - 199 N Broad Street Adrian, MI 49221
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