



*We are seeking an energetic **Executive Director** who can build our agency and steward its continued growth in Jackson, Lenawee, and Hillsdale Counties.*

Candidates will need a college degree with experience in the administrative or clinical function of a human services or health care organization. Prior managerial responsibility in a not-for-profit organization would be particularly beneficial. The position requires seven to ten years of progressive leadership, including program and financial experience.

Summary

The Executive Director is responsible for the overall internal administration and operations of the agency 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 as they apply to this agency, while maintaining a sound financial structure.

Essential Duties and Responsibilities

- 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.
- Ensure the day-to-day operations and programs are professionally and efficiently organized and administered.
- Maintain the fiscal health of the organization, ensure that services provided are sustainably funded, that debt is avoided, and the long-term financial planning is robust; remain current on the ever-shifting funding environment.
- In collaboration with the Director of Human Resources; manage, supervise, and evaluate staff to ensure they are well-suited to address the challenges and opportunities of the organization while being attentive to staff concerns; ensure that there is an active succession-planning process and development of key employees.
- Work with the Board of Directors and the Operations Review Committee to establish and implement agency policies and direction.
- Work with committees of the Board to research and implement Board directives, and to recommend actions for the Board.
- Establish processes for Board development, orientation, and communication.
- Develop, in conjunction with the Board of Directors and program directors/managers, a strategic plan for the agency, and implement goals and actions to achieve it. This includes integrating our Mission into everything we do at Catholic Charities.
- Work to add new and expand existing services of the agency, always mindful of mission vs. margin, and community needs.
- Prepare the agency's annual budget. Prepare and review monthly financial and other performance reports for the Operations Review Committee and the Board.
- Communicate performance results (financial, quality, productivity, and program) to agency employees on a regular basis. Assess employee morale and develop plans to enhance it.
- Oversee all business functions of the agency. Meet deadlines for all required applications/re-applications to maintain agency licenses and eligibility for government grants and contracts.

- Provide leadership to Program Directors/Managers. Set clear goals for accountability and the oversight and management of their teams and programs; promote transparent communication and build trust with leadership and staff.
- Ensure the agency is re-accredited by the Council on Accreditation (COA) every four years. This includes completion of the COA Self-Study, annual Maintenance Reports, annual Performance and Quality Improvement plans and reviews, and annual Corporate Compliance plans and reviews.
- Assist program Directors/Managers in all contract audits as required and appropriate.
- Function as the Chief Administrator of the Child Welfare Programs (Foster Care and Adoption) as outlined by the Division of Child Welfare Licensing for the State of MI.
- Advocate for services for the poor and vulnerable of our counties regardless of religion or ability to pay.
- Be the “face of the agency” to funders, donors, partners, and the community.
- Develop and maintain positive relationships with the community, other funding agencies, Catholic Parishes, Diocese of Lansing, and state/national organizations.
- Cultivate relationships with donors, potential donors, foundations, and other sources of funding.
- Attend regional and national meetings and conferences relating to social service agencies.
- Attend Deanery meetings for both the Jackson, and Lenawee/Hillsdale regions.
- Complete annual performance reviews of all supervisees and create individual training development plans.
- Comply with all agency policies and procedures.
- Ensure that the agency has plans for engaging all staff and the board in continuous quality improvement and that the Performance and Quality Improvement (PQI) Team is accomplishing its goals. Serve as a primary member of the PQI Team.
- Serve as role model for consistent demonstration of CCJLHC's commitment to customer service and respect for our clients.
- Willing to perform duties in keeping with Catholic social teachings.
- Perform other related duties as assigned by the Board of Directors.

Supervisory Responsibilities

Directly supervise all department and subordinate directors/supervisors/managers, Development Staff and Biller. Is responsible for the overall direction, coordination, and evaluation of these directors/supervisors/managers. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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

Providing Help. Creating Hope.

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www.CatholicCharitiesJLHC.org