



CATHOLIC CHARITIES OF THE DIOCESE OF HOUMA-THIBODAUX

Job Opening: Executive Director

Starting Date: April 1, 2019

Applications Accepted Through: January 15, 2019 or until position is filled

Location: Houma, Louisiana

Organization Summary: Catholic Charities began in 1963 as an outreach program of the Archdiocese of New Orleans. On August 1, 1978 Catholic Social Services was incorporated as an agency of the newly formed Diocese of Houma-Thibodaux. The agency became Catholic Charities of the Diocese of Houma-Thibodaux in 2009.

The mission of Catholic Charities is providing compassionate service and empowering people in need through faithfulness to the Gospel. We provide social programs that enhance the dignity of each person, promote Catholic Social Teaching, advocate for those whose voice is not heard, organize people who feel powerless to improve their lives, and join with Church parishes and all people of good will to establish a more just and charitable society.

Catholic Charities is an agency putting children and families first through 15 different programs serving 18,000 people a year with a combined budget of \$2,000,000 annually and a diverse staff of 24 diocesan employees and 450 volunteers. Catholic Charities is funded through the Catholic Charities Christmas Collection, donations, grants, contracts, fees for service and the earnings from a \$2.5M Catholic Charities Endowment. All current Catholic Charities programs have additional reserve funds on deposit with the diocese. There are no fund-raisers. The diocesan business office provides all human relations, audit and finance functions as an in-kind service. Catholic Charities programs are located throughout the diocese in nine buildings ranging from food banks to a child care center, substance abuse halfway house, thrift stores and the main office in Houma. Though part of the diocesan pastoral center, Catholic Charities is not housed at the chancery building.

In 2004 Catholic Charities was in the first class of twenty-two Louisiana agencies awarded the national Standards for Excellence Certification and has been recertified continuously ever since. Individual programs have separate state and national certifications and accreditations (e.g. CARF - the Council on Accreditation of Rehabilitation Facilities). Catholic Charities has pioneered state and national programs in the areas of environmental stewardship, child well-being, micro-enterprise, and community organizing. Catholic Charities is a long-standing member of Catholic Charities USA, the Roundtable Association of Catholic Social Action Directors, Catholic Relief Services, Catholic Campaign for



1220 Aycock Street Houma, LA 70360 (85) 876-0490
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Human Development, the Louisiana Interchurch Conference, BISCO-Bayou Interfaith Shared Community Organizing, Coalition to Restore Coastal Louisiana and several program-specific organizations.

Within Catholic Charities is the Parish Social Ministry program which is responsible for peace and justice work throughout the diocese and Louisiana and is a constitutive part of the agency and the entire diocese as highlighted in the new diocesan strategic plan. Outreach to the 39 Catholic parishes is the responsibility of every staff member under the leadership of the executive director.

Reporting: The Executive Director is responsible for the leadership and administration of all of the programs of Catholic Charities and is accountable for the effectiveness of all of the programs of the agency. The Executive Director reports to the Vicar General for Administration.

Essential duties: Provide, in cooperation with the Board of Directors, for the development and implementation of the mission and goals of the agency through strategic and program planning.

Implement and ensure compliance with the policies and procedures adopted by the Board and provide consultation to the board in carrying out its responsibilities, understand the needs of the community, make policy and procedure recommendations and assist in the evaluation of CCHT services.

Lead and maintain consensus among the Board and staff in support of the agency mission and programs.

Recruit and retain qualified, diverse staff and provide leadership, supervision, training, and evaluation to the agency staff including the delegation of appropriate responsibilities and terminations when needed.

Ensure that the agency is responsive to community needs and that new programs are developed according to the Criteria for Evaluating Proposed Programs for Catholic Charities.

Ensure the effectiveness of all agency programs, from adoptions to volunteers, ensuring demonstrable impacts as set forth in program goals and objectives. Ensure an effective mix of social services, education, advocacy and community organizing in programs.

Communicate Catholic Social Teaching to the agency staff and ensure that these values are at the center of the operating philosophy of the agency.

Foster good community relations to generate support for the agency both within the Catholic parish community and within the broader community.



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Secure the necessary human and financial resources required to carry out the agency's work.

Ensure that the agency as a whole, and each program, meets all contractual, professional, certification and accreditation standards, requirements and obligations.

Manage and monitor the annual agency core and program budgets and oversee the general fiscal management of the agency, ensure the maintenance and upkeep of all CCHT buildings and equipment. and keep the Business Office, supervisor, Board informed of the same.

The Executive Director will carry out other duties as assigned by the Bishop, Vicar General, and Board.

Qualifications and Experience:

- Practicing Catholic in good standing.
- Well-versed in, and strongly committed to, Catholic Social Teaching and Catholic identity.
- Passion for social justice and services to poor and vulnerable people.
- Teaching/public speaking experience.
- Management and leadership experience.
- Intercultural competence and dedication to inclusiveness and diversity.
- Demonstrated ability to increase charitable program giving, write grants and increase the Catholic Charities Endowment.
- Understanding of budget planning and oversight.
- Ability to recruit, train and retain professional, committed and diverse staff.
- Bachelor's Degree required, Master's Degree in a relevant discipline preferred.

Other Skills Required:

- Excellent written and verbal communication skills.
- Ability to organize and work independently.
- Ability to write professionally.
- Proficient in social media platforms.
- Successfully complete Safe Environment training and background check.

Working Conditions: Ability to drive throughout the diocese/state for day and night meetings and presentations, able to work a flexible schedule as needed. The current retiring executive director will provide three months of full-time mentoring. The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion*, sex, national origin, age, disability, veteran status, genetic information or any



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other basis prohibited by applicable law. (*The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.)

Salary and Schedule: This is a full-time, exempt level position requiring a work schedule of 35 hours per week; Monday-Friday 8:30 am-4:30 pm. Schedule will fluctuate with evening and weekend programs. Excellent benefits and generous paid time off included. Salary is commensurate with experience and education.

Apply: For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdioocese.org. Applications are now being accepted until the position is filled.



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