



Catholic Charities of the Diocese of Houma-Thibodaux

1220 Aycock St. • Houma, LA 70360

Diocese of Houma-Thibodaux Position Available

The Diocese of Houma-Thibodaux is currently seeking a full-time

EXECUTIVE DIRECTOR OF CATHOLIC CHARITIES

Starting Date: April 1, 2019 **Applications Accepted Through:** January 15, 2019, or until position is filled.

Location: Houma, Louisiana

Organization Summary: The mission of Catholic Charities is to provide compassionate service and empower 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 governed by a board of directors appointed by the bishop who serves as president. A board-elected chair presides at board meetings. An agency of the diocese, though not housed at the Pastoral Center, Catholic Charities operates 15 programs throughout the diocese. In 2004 Catholic Charities was in the first class of 22 Louisiana agencies awarded the national Standards for Excellence Certification and has been recertified continuously ever since.

Essential Duties and Reporting: Provide leadership and management for the effectiveness of all Catholic Charities programs and, in cooperation with the board of directors, ensure the implementation of the mission and goals of the agency through strategic and program planning in response to community needs.

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

Maintain an effective mix of social services, education, advocacy and community organizing with both agency run programs and parish social ministry outreach.

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

Secure the necessary human and financial resources required for carrying out the agency's work. Manage and monitor the annual agency budgets and oversee the general fiscal management of the agency. Oversee the maintenance and upkeep of all CCHT buildings and equipment.

Carry out other duties as assigned by the bishop, vicar general and board. The executive director reports to the vicar general for administration.

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 through agency programs and parish social ministry outreach
- Intercultural competence and dedication to inclusiveness and diversity
- Ability to recruit, train and retain professional, committed and diverse staff
- Teaching/public speaking experience
- Executive management and leadership experience including budget planning and oversight
- Demonstrated ability to increase charitable program giving, write grants and grow the Catholic Charities Endowment
- 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 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 of 35 hours per week; Monday-Friday 8:30 a.m.-4:30 p.m. Schedule will fluctuate with evening and weekend programs. Excellent benefits and generous paid time off included. Salary commensurate with experience and education.

Apply: For consideration, please submit a cover letter, including salary requirements, and a resume to hr@htdiocese.org. Applications are now being accepted until the position is filled. See the Catholic Charities website for a more in-depth job announcement.