

<b>Job Title</b>	President and CEO
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>The President and CEO is responsible for the overall direction and day to day management of Catholic Charities of the Archdiocese of Galveston - Houston within the context of the Roman Catholic Archdiocese. With the Chairperson of the Board, the President and CEO enables the Board of Directors to fulfill its function and gives direction and leadership to the staff in achievement of the agency's mission and serves as a catalyst to foster a collaborative work environment. The President and CEO oversees a \$50 million budget and leads a team of five direct reports, ensuring strategic alignment and operational excellence across all areas of the organization. The President and CEO's role includes inspiring, motivating, organizing, facilitating, and providing witness to the Church's concern for the poor, the disadvantaged, and all who hurt regardless of race, creed, color, national origin, or economic status.</p> <p><b>Organizational Leadership</b></p> <ul style="list-style-type: none"> <li>• Provide clear direction and a sense of priorities which foster the development of a common vision for Catholic Charities of Galveston - Houston among volunteers, staff, human services providers, and the community.</li> <li>• Guide Catholic Charities of Galveston-Houston, its Board, committees, and employees in matters of policy and program formulation and interpretation.</li> <li>• Builds and retains a high-performing executive team to manage programs and departments members.</li> <li>• Establish clear goals and fosters a positive, motivating environment for staff, volunteers, and members.</li> <li>• Be responsible for unequivocal commitment to diversity in every aspect of work and daily living. Identify with and be able to facilitate unified efforts among all segments of the community.</li> <li>• Oversee the recruitment and retention of senior staff and; staff development, performance planning and appraisal, and a wage and salary administration plan.</li> </ul> <p><b>Strategy</b></p> <ul style="list-style-type: none"> <li>• Take the lead in identifying changing social welfare needs in the Archdiocese and new opportunities for service. Make appropriate planning recommendations to the Board.</li> <li>• Develop plans for the perpetuity of the organization, both financially and in the delivery of service to the community.</li> <li>• Collaborates with the board to develop and execute long-term strategic initiatives that align with the organization's mission and goals</li> </ul> <p><b>Fund Development, Marketing and Communications</b></p> <ul style="list-style-type: none"> <li>• Guide the develop and implementation all fundraising efforts to provide the necessary resources to support the mission including, major gifts (e.g., Caritas Circle), direct mail appeals, foundation and governmental grants, and events.</li> </ul>

- Identify, pursue, and secure diverse non-governmental funding sources to ensure financial sustainability and support the organization's strategic initiatives
- Develop a marketing plan and oversee the communications effects to achieve a consistent message and increase community awareness of the mission of Catholic Charities.
- Cultivate, strengthen, and expand relationships with local philanthropic partners to support and advance the organization's mission.
- Provide strategic leadership and oversight to ensure the successful execution and completion of the capital campaign.
- Serve as the chief spokesperson for the agency.

**Program Services and Advocacy**

- Be responsible for maintaining the Catholic identity of the Agency and ensuring that the work of the Agency remains faithful to the teachings of the Catholic Church.
- Be responsible for the two-fold mission of Catholic Charities: charity and justice.
- Oversee the development and implementation of a strategic plan, continuous quality improvement program, and annual work plan. In that regard, expand or contract program services accordingly, responding to changing community needs and the direction of the Archbishop.

**Board, Parish, and Community Relations**

- Support the Archbishop in assuring that Catholic Charities remains the effective social service arm of the Catholic Church; support and advise the Board of Director in their governance and policy development for the agency as well as planning the future.
- Create and maintain positive relationships with Archdiocesan personnel, pastors, and parish staff in order to serve the Catholic community well.
- Engage in community activities that posture Catholic Charities as a leader and collaborator to address community problems, i.e. homelessness, immigration reform, affordable housing, etc.
- Establish and maintain strategic partnerships with social service organizations and government representatives at the county, city, and state levels to enhance service coordination and advocate for policies that support the needs of the community.

**Financial Stewardship**

- Oversee the development and management of an internal centralized system designed to safeguard the assets of Catholic Charities, ensuring cost-effective, efficient operations and supporting informed decision-making.
- Demonstrate sound fiduciary responsibility by ensuring the prudent management, oversight, and stewardship of the organization's financial resources in alignment with legal, ethical, and organizational standards.

**Qualifications**

Minimum Qualifications

- Bachelor's degree required, preferably in the fields of business or public administration, management in human service organizations, social work, or other related disciplines.
- 10 to 15 years of experience in leading an organization
- 7 to 10 years of executive leadership experience

	<b>Preferred Qualifications</b> <ul style="list-style-type: none"><li>• Master's degree</li><li>• 10 to 15 years in nonprofit organizations, public administration, human or social service organizations, social work, or other related disciplines.</li><li>• 5 years of executive experience in a related field.</li></ul>
<b>Salary/Hours</b>	Full-Time
<b>City, State, Zip</b>	Houston, TX 77006
<b>Application Method</b>	Apply Here: <a href="https://catholiccharities.org/about-us/jobs/">https://catholiccharities.org/about-us/jobs/</a>
<b>Opening Date</b>	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@central.uh.edu](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.