

## **Job Description -- Catholic Charities Chief Executive Officer**

**Position:** Chief Executive Officer, Catholic Charities – Diocese of Paterson (NJ)  
**Classification:** Salaried-Exempt, Full Time

**Organizational Relationships:** Reports to Catholic Charities Board of Trustees; works collaboratively with diocesan leadership team.

The Mission Statement for the Diocese of Paterson states that “We believe the Church of Paterson is called by Jesus Christ to be a local expression of the universal Church in faith, worship and service.” Through Catholic Charities, the mission to serve is realized through our programs and ministries that serve tens of thousands of people each year in Morris, Passaic and Sussex Counties in Northern New Jersey.

**General Description:** Our Catholic Charities has three separate 501(c) 3 social service corporations, with a combined \$40 million-plus budget. There are approximately 750 employees, several hundred volunteers and operates over fifty programs, services and locations. Funding comes from Church, private and public sectors, fundraising and donation. The largest portion of funding comes from government sources.

The CEO works closely with the Board of Trustees and is responsible for the overall management and operations of Catholic Charities. This position serves as a member of the diocesan leadership team and must maintain the organization consistent with the philosophy and ethical norms of the Roman Catholic Diocese of Paterson. This position serves as the head of our three 501(c) 3 social service corporations: Catholic Family and Community Services; the Department for Persons with Disabilities; Straight and Narrow, Inc.

**Implement Strategic Changes:** After a yearlong organizational review of Catholic Charities, the structure of Catholic Charities is being reorganized. Three separate boards have been replaced with one governing Catholic Charities Board. The diocesan study calls for further changes to take place with a consolidated management model, changing from de-centralized individual operations to one that eliminates redundancies and integrates administrative tasks to maximize efficiencies and strengths. The CEO is charged with carefully bringing the operations of three autonomous agencies together where it makes sense, into one over-arching Catholic Charities entity where strengths and best practices will continue to thrive. We have a wonderful history and effective services in our existing programs whose gifts need to be preserved and leveraged as we combine our strengths as part of the overall new Catholic Charities administration.

## **Duties and Responsibilities**

- Ensure that service to the people of the diocese is always provided with dignity, respect and compassion.
- Responsible for strategy, planning and accomplishment of approved goals and objectives.
- Operate with the highest professional demeanor, representing the character and values of the Diocese of Paterson.
- Manage the changing environment of social services funding, including transitions to Medicaid “fee-for-service”.
- Ensure compliance with regulations and laws for all aspects of operating our non-profit organizations, including medical health record requirements, HIPPA, accounting and reporting.
- Operate within the norms of diocesan policy and procedures.
- Oversee and ensure sound management over funding, budgeting, reporting and auditing requirements.
- Bring together the best of our Human Resources to serve the needs of our organization with a new services model. Work within HR programs of the Diocese of Paterson and the diocesan legal office.
- Maintain our three 501(c) 3 corporations: Annual Reports and any required reporting to government entities, foundations and funders, and the State of NJ.
- Maintain quality and performance measures and accreditation maintenance.
- Represent Catholic Charities to our parishes, the community-at-large, Church groups, committees and organizations associated with the mission.
- Provide oversight to assure that agency personnel policies and procedures are enforced without discrimination and otherwise in keeping with federal, state and local regulations and fair labor standards.
- Work within the guidelines and policies of the Diocesan Risk Management Office and Diocesan Self-Insurance Program.
- Conduct campaigns and any other programs and initiatives as directed by the Bishop.

## **Required Skills and Experience**

- Active, engaged and practicing Catholic and committed to serving the Diocese of Paterson.
- Knowledge of Catholic Social Teaching.
- Advanced Degree in Human Services or other related field required
- 5+yrs of experience leading, managing and directing, non-profit organizations.
- A demonstrated record of accomplishment of affecting positive change.
- A team-player leadership mentality, leading change in an atmosphere of collegiality.
- Ability to create, motivate and partner with an executive leadership team that foster innovation with quality and results.

- Written and oral communication skills, comfortable with public speaking.
- Accessible and approachable demeanor that respects diversity.

**Compensation Package:**

Depending on the skills & experiences of the individual hired, we are anticipating a competitive base salary, great benefits, medical / dental / life, etc., including matching 403-b retirement savings.

**Contact Information:**

If you are qualified and interested in being considered as a candidate for this great opportunity, please submit the following information:

- Resume
- 2 professional references
- 2 personal references

Please send the requested information to [tpotter@patersondiocese.org](mailto:tpotter@patersondiocese.org).