

FOUNDATION FOR THE DIOCESE OF EL PASO
Job Description

Position: Chief Operating Officer

Job Classification: Salaried-Exempt / Full Time

General Description: Is responsible for the overall management and operations of the Foundation for the Diocese of El Paso, including Program, Fiscal, and Personnel Operations. Practicing Catholic in good standing.

Organizational Relationships:

Reports to: Foundation Board Chair and Board of Directors

Also works with: Finance and Administration Support Services, Board of Directors and Committees, community leaders, funding sources, volunteers and clients.

Essential Duties and Responsibilities:

- Annually presents to the Board of Directors a program and fiscal plan of operations including required personnel, salary and operations expense schedules, and revenue requirements and sources. Also oversees budget preparation, monitors monthly program adherence to budget, and leads the fundraising activities of the organization.
- Oversees programs and operations of the organization via qualified administrative staff who are properly delegated and otherwise enabled to perform their responsibilities in the best interests of the organization.
- Communicates regularly and routinely with Board Officers and Committee Chairpersons, and facilitates meetings as required for the proper discharge of their fiduciary responsibilities.
- Represents, in general, the interests of the Foundation for the Diocese of El Paso to the community at large and specifically by serving in various appointed capacities on local boards and committees associated with the mission of the Foundation for the Diocese of El Paso.
- Ensures, through bids, as appropriate, and an engagement letter, that the annual fiscal audit of the organization is provided, consistent with and as required by Federal, State, and local funding sources; ensures that auditors present all findings of same to the Board of Directors, and monitors as may be required, plans of compliance stemming from audit exceptions.
- Provides oversight to assure the organization personnel policies and procedures are enforced without discrimination and otherwise in keeping with federal, state and local regulations and fair labor standards. Maintains strict neutrality relative to actual or potential grievance proceedings among or between staff.
- Ensures accurate service delivery statistics for organization programs are maintained.

Nonessential Duties and Responsibilities:

Performs other duties as assigned by the Board of Directors.

Supervisory Responsibilities:

Direct supervision of Foundation Staff and Volunteers.

Minimum Education:

Bachelor's degree with at least ten years of managerial responsibility or a Master's degree with at least five years of managerial responsibility. It is essential that the candidate possess intimate knowledge of the running of a non-profit organization through prior employment or substantial volunteer Board of Directors work. Bilingual in English/Spanish a plus.

General Qualifications:

- Progressive experience in administration, program development and supervision, and fiscal management and development.
- Must have demonstrated ability in fundraising and public relations.
- Possess excellent communication skills, both written and oral.
- Demonstrated sensitivity to diverse cultures.

Equipment Used:

Telephone, personal computer, scanner, copier and fax machine. Must be proficient in Microsoft Office, have experience with database software and the ability to learn new applications. Knowledge of Raiser's Edge fundraising software a plus.

Contacts:

Requires contact by telephone, in writing, and personal contact with donors, prospective donors, grantors, board members, clergy, men and women religious, service providers, volunteers, and government agencies.

Working Conditions:

1. Schedule of hours, Monday through Friday, 9:00 a.m. to 5:00 p.m., some evening and weekend work will be required.
2. Maintain a flexible schedule to average at least 35-40 hours a week, including evenings and weekends. Schedule may vary according to the needs of the office.
3. Notify immediate supervisor of any changes in the work schedule.
4. Use of own vehicle. Will be reimbursed for mileage.

Please submit a resume and letter of interest to jobs@elpasodiocesefoundation.org. Deadline to apply is March 8, 2019.

Disclaimer Clause: The above statements are intended to describe the general nature of the level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required.

Employee

Supervisor

Date