



Title: Executive Director
Location: Catholic Charities of Idaho Administrative Office
Type of Employment: FLSA status: Exempt
Reports to: Bishop of Boise and the Catholic Charities Board of Directors

JOB OVERVIEW:

The Executive Director provides overall leadership and management of Catholic Charities programs and ministries and related administrative, financial, human resource, quality assurance, risk prevention, and relevant service delivery operations. The Executive Director is the chief operating officer of the corporation and serves under the authority, and as an agent, of the Board of Directors.

DUTIES AND RESPONSIBILITIES

1. Oversee all agency service operations and ministries, including program and service functions, service standards of practice, catholic engagement activities, and assigned program and ministry Directors and Managers.
2. Service as principal staff and agent of the CCI Board of Directors.
3. Manage essential administrative functions necessary to advance agency mission, including financial administration, human resource functions, quality assessment and improvement, risk management, and program specific operations.
4. Hire, assemble, support, and develop a Leadership Team of qualified and mission focused Program and Department Directors and Managers to assist with agency management and operating integrity.
5. Direct and oversee revenue generating operations and initiatives to ensure funding sufficient to deliver superior, mission driven service performance.
6. Assure fiscal and service-related accountability, transparency, reporting, and oversight.
7. Assist the Bishop and Board of Directors in the development of strategic plans and operational goals and objectives that advance agency mission. Ensure implementation and adaptation of all such plans in an open and transparent manner.
8. Foster an organizational culture that is open, trusting, honest, supportive, collaborative, and mission driven.
9. Foster a growth mindset to innovate and explore expanding role and reach of CCI, while adhering to CCI's mission.
10. Ability to nimbly and innovatively serve a geographically and demographically diverse service area.
11. Serve as the principal voice and representative of the agency and the liaison between Catholic Charities and the local Church, agency stakeholders, clients, service partners and collaborators, and wider community.
12. Establish, develop, and maintain essential relationships and partnerships with Church-related organizations, other service providers, and community entities necessary for agency and mission advancement.
13. Ensure that agency operations, service activities, fundraising efforts, and messaging is consistent with and supportive of Catholic moral and social teaching as defined by the Bishop of Boise.

Minimum Job Qualifications



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- Master's degree in social work, or a related human service professional degree, or an MBA with appropriate concentrations, or the equivalent of either and/or related experience.
 - At least 5 years of experience in the social services field (employee, board service, volunteer).
 - At least three years of management and administrative experience in a multi-disciplinary organization.
 - Must be a practicing Roman Catholic, regular in faith, and active in a parish. Demonstrated knowledge of and commitment to the Catholic Church and its social and moral teachings. Experience working directly with Catholic clergy, parishes, schools, and lay groups necessary.
 - Excellent administrative, organizational, and leadership skills.
 - Excellent communication skills, including writing and public speaking.
 - Knowledge and skills in human resource management, fundraising, fiscal management, program planning, and resource development.
 - Commitment to support and advance all Diocesan policies, standards, and procedures, notably Sexual Misconduct and Gender Identity policies, as well as all CCI Policies and Procedures.

Preferred Qualifications

- Leadership and Management in a Catholic Charities or related Catholic agency or ministry.

Supervision and Evaluation

- This position reports to and is evaluated by the CCI Board of Directors and the Bishop of Boise.

Travel

- Approximately 10% of time required for travel within Idaho.

To Apply: <https://catholicrecruiter.com/wp-content/uploads/CRA-CC-of-Idaho-Exec-Dir.pdf>