

▲ TRINITY EXECUTIVE PARTNERSHIP

EXECUTIVE SEARCH #989-1

PRESIDENT & CEO

The Client

The Catholic Charities West Michigan (CCWM) has been providing services to the most vulnerable populations in West Michigan. They are a community-based agency providing programs in Western Michigan, and offering a variety of services ranging from prevention and education to crisis intervention. All programs are designed to help families and individuals succeed.

They are committed to serving the best interests of their clients, representing a diverse population, including persons of all faiths, with particular emphasis on service to persons with low income and outreach to diverse ethnic backgrounds.

They are committed to collaboration with others in the community and church-initiated efforts for needs assessment, program planning and service delivery. In the spirit of the Catholic tradition, they lead the diverse communities with hope and compassion by offering innovative, collaborative programs. Through their team of highly trained employees, dedicated volunteers and generous community, they deliver the highest quality social services.

The Position

The President and CEO reports to the Bishop of the Diocese of Grand Rapids and the CCWM Board of Directors.

This position provides leadership and overall direction to the efficient and consolidated operations of Catholic Charities West Michigan.

Specific Duties and Responsibilities

The President and CEO will:

- Establishes organization policies and strategic direction in conjunction with the Board of Directors and the Executive Committee.
- Establishes processes for Board development, orientation and communication.

- Develops, maintains and administers appropriate budgetary, financial, and accounting procedures and controls.
- Advises and assists the Board of Directors on matters concerning the operations and business of CCWM, its policies, and its long-range and short-term planning.
- Meets with the Board of Directors concerning CCWM operations, activities and financial condition.
- Provides leadership, through direct reports, social services, business operations and fund development of the organization.
- Serves as a member of the Bishop's cabinet.
- Oversees the services of CCWM and optimizes organizational effectiveness.
- Manages the development, marketing/public relations, finance, information technology and human resources activities of CCWM.
- Participates in developing and coordinating effective social welfare programs in the community.
- Participates in local, regional and national committees and activities relevant to the family service field of practice.
- Monitors programs and staff for contract compliance and productivity standards.
- Develops and maintains positive relationships with the community, other funding agencies and the Diocese.
- Advocates for services for the poor and vulnerable regardless of religion.
- Develops and maintains the vision of the Agency as the needs and social/economic demographics of the community change.
- Promotes programs and operations and generates information and publicity about CCWM to increase community understanding and appreciation of the goods and services available.
- Serves as a personal liaison with community, governmental civic and charitable organizations and leaders.
- Performs other special assignments at request of the Bishop and the Board of Directors.

Qualifications

Education:

This position requires a Master's Degree in Social Work or a related field from an accredited college or university; or an equivalent combination of education and experience.

Experience:

A minimum of seven to ten years of progressive leadership and financial experience.

Certificates, Licenses, Registrations:

Within thirty (30) days of hire, must apply to the State of Michigan for certification and/or registration as appropriate to education and experience. Must thereafter periodically furnish proof of continued certification and/or registration as required by the State of Michigan.

Supervisory Responsibilities:

Manages department and subordinate supervisors/managers. Is responsible for the overall direction, coordination, and evaluation of these supervisors/managers.

Other Knowledge, Skills & Abilities:

(To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Required:

- Must be a practicing Catholic.
- Knowledge of computer systems and relevant software.
- Knowledge of administrative principles and practices including budgeting and plan forecasting.
- Extensive knowledge of Family Service, Child Welfare, and Behavioral Health care programs and applicable state laws and regulations related to these programs.
- Ability to understand program (DHS) contracts and regulations.
- Ability to plan, supervise, review and evaluate the work of supervisory and administrative staff.
- Ability to prepare and analyze reports and make presentations.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to exercise diplomacy and conflict resolution.
- Ability to exercise good judgment and resourcefulness; and the ability to maintain effective working relationships with staff, public officials, the Board of Directors, and clients.

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PAGE 4

- Ability to relate to diverse populations and cultures.
- Strong leadership skills
- Experience with fundraising and philanthropy.
- Experience with succession planning