

Catholic Charities Overview

[Catholic Charities of the Diocese of Rochester](#) was founded in 1917 with a mission to build a just and compassionate society to advance the dignity of all people. We serve our neighbors across the 12-county Rochester Diocese through six divisions with over 70 program sites and an over \$110M total annual budget. Catholic Charities of the Diocese of Rochester is one of the ten largest Catholic Charities organizations in the United States.

Inspired by the Gospel and rooted in Catholic Social Teaching, Catholic Charities of the Diocese of Rochester works to meet basic needs; advance individual economic opportunity so fewer people experience poverty; and promote health and quality of life by delivering compassionate mental health and addiction care, supporting individuals with intellectual and developmental disabilities, and more.

Recognizing the importance of transforming systems that contribute to inequity in our communities, Catholic Charities also advocates for social justice, advancing policies and systems that protect the dignity of every person and promote the common good.

Catholic Charities serves all people in need without regard to age, gender, race or religious affiliation.

Catholic Charities offers a mission-centered work environment that values innovation and teamwork. Our success is measured by the impact of our work for the individuals and communities we serve.

Catholic Charities of the Steuben/Livingston | Overview

[Catholic Charities of the Steuben/Livingston](#) (CCS/L) is one of six operating divisions of Catholic Charities of the Diocese of Rochester.

CCS/L provides a rich array of human services to those in need throughout all stages of life. With an annual operating budget of \$10 million and over 150 staff members, and locations throughout the two county region, we offer: assistance with basic needs, including food and shelter; help for families, including case management, family therapy, parenting education and more; addiction prevention and treatment; employment assistance; and re-integration support for individuals transitioning from county jail.

The next leader will be prepared to ensure the financial stability of the organization, determine the optimal program portfolio to meet priority community needs, and advance an operating model that leverages both regional strengths and the synergies that accompany being part of the larger Catholic Charities Diocese of Rochester organization.

Executive Director | Position Profile

Catholic Charities seeks a mission-focused, strategic and results-oriented individual to serve as Executive Director of the Steuben/Livingston division.

The Executive Director leads, manages and sets strategy for Catholic Charities of Steuben/Livingston. This position is responsible for managing agency operations and fiscal performance. The Executive Director will embrace Catholic Charities' mission, purposefully lead a strong and caring staff team, and ensure Catholic Charities is a vital presence and valued partner in the communities served.

The Executive Director is jointly accountable to the President/Diocesan Director of Catholic Charities and the Board of Directors of Catholic Charities of the Steuben/Livingston.

Essential Duties and Responsibilities

- Provide strategic leadership to the organization and foster an organizational culture centered on the mission of Catholic Charities.
- Provide executive oversight of all agency operations, program management and reporting.
 - Guide program managers in establishing goals and monitoring results.
 - Direct agency fundraising and grant writing.
 - Regularly visit all program sites and maintain relationships with respective staff.
- Advance the mission, values and strategic direction of Catholic Charities of the Diocese of Rochester. Supports Catholic Charities system-wide initiatives and functions as a member of the Catholic Charities of the Diocese of Rochester Executive team.
- Oversee agency financial planning and fiscal integrity. In collaboration with Finance staff, develop a budget and monitor monthly financial performance. Maximize efficiency in operations.
- Develop a strong team by fostering potential, motivating and inspiring trust. Provide guidance and coaching to staff members.
- Strengthen the organization's community presence and overall visibility. Foster collaborative relationships with community partners such as government officials, other human service providers, local and diocesan pastoral leaders and donors.
- Provide information and support to the CCS/L Board of Directors. Serve as an ex-officio member of the Board.

Position Attributes

The ideal candidate will:

- demonstrate significant experience leading strategic and high-level decision-making.
- embody the highest ethical standards.
- possess the ability to build a strong, positive organizational culture and to both lead and manage within complex organizations.
- be adept at coalescing multiple stakeholders around common goals.
- bring a results-oriented focus and a track record of accountability and achievement of goals.
- have a servant leader mindset.
- bring high emotional intelligence to the role.
- be collaborative, communicative, and compassionate.
- have knowledge and a demonstrable passion for the principles of Catholic Social Teaching.

Position Qualifications

Minimum of 5 years of executive management or other high-level leadership experience. Experience in human services and/or the non-profit sector is a plus. A bachelor's degree from a four-year college or university is required; a graduate degree is preferred. Must be an actively practicing Catholic in good standing.

Compensation and Benefits

The salary range for this position is 125,000 - 145,000 dependent on qualifications and experience. Catholic Charities provides a robust benefit package including group health, generous paid time off and a retirement plan.

To Apply

Qualified candidates can submit a resume and cover letter to ccsllleadersearch@dor.org.