



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

Executive Director

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.

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.

For full position profile, please visit: <https://ccdor.org/join-our-team/>

To apply, please provide a resume and cover letter to: ccsleadersearch@dor.org

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 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 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 to \$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.