



## Executive Director Opportunity Guide

<https://catholiccharitiesjoliet.org>



# About Catholic Charities, Diocese of Joliet

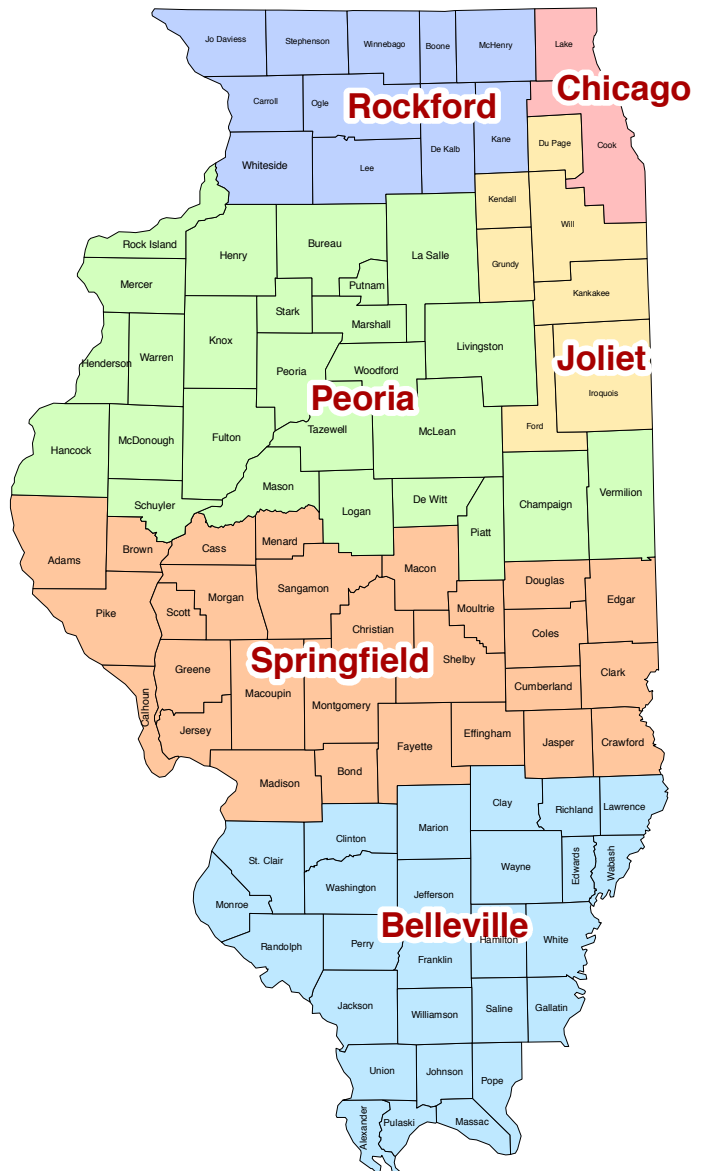
Catholic Charities (the Agency) began helping individuals and families in crisis after World War I. Services were offered throughout Chicago and in Will, Grundy, Kankakee, and DuPage counties. When the Diocese of Joliet was officially created in 1949, Catholic Charities programs and services continued to operate under the direction of the Chicago Archdiocese. In 1962, Catholic Charities, Diocese of Joliet was officially incorporated and licensed as a child welfare agency in the State of Illinois.

The region served includes Will, Grundy, DuPage, Kendall, Kankakee, Ford, and Iroquois counties.

In the early years, Catholic Charities operated with no more than 40 staff and a budget of fewer than one million dollars. Today, over 260 people are employed in seven primary service lines (Aging/Disability Services, Community Classes/Groups, Community Services, Counseling, Early Childhood Services/Head Start, Mobile Food Pantry, and Veteran Services), and the entire Agency operates on a budget of \$22+ million dollars. As a diocesan agency, Catholic Charities' leadership maintains close contact with the Bishop of Joliet and is governed by a Board of Directors from the community and lay leadership. The Agency has grown tremendously in over 50 years. The dedication of serving needy and vulnerable members of the community that was present 50 years ago is still present today and can be witnessed in any of the programs and services offered at Catholic Charities. In 2019, Catholic Charities, Diocese of Joliet served nearly 60,000 clients.

The most recent Executive Director, Glenn Van Cura, departed in 2021 after 11 years of service and a tenure marked by extraordinary growth and successful ministry. Mr. Van Cura assumed the position of Professor of International Relations and Education at Kwandong University in the Republic of Korea.

Catholic Charities operates as an Office of Christian Service within The Roman Catholic Diocese of Joliet. The Diocese, one of six in Illinois, has over 100 parishes, 655,000 Catholics, and serves 192,000+ households in the seven counties. Each year, 39,000 students in 68 schools and 3 universities, 299,000 patients in 2 hospitals, and 36,000 needy in the region are served.





## The Opportunity: Executive Director

The Executive Director of Catholic Charities, Diocese of Joliet is responsible for upholding the Agency's mission, vision and values. As the senior executive leader, the Executive Director partners with the Board to ensure vibrant and healthy operations. The Executive Director is also responsible for the financial solvency of the Agency, the creation and implementation of the Agency's strategic plan, and directing and managing a high-performing team. The Executive Director represents Catholic Charities in the community and is responsible for developing and maintaining proper relationships with the Bishop, donors, policy makers, colleagues, Diocesan representatives, Priests, parish personnel, and all who would impact the life of the Agency. The ideal Executive Director will bring an entrepreneurial mindset that anticipates and responds to community needs and builds coalitions toward serving the region's most pressing issues for people in need. The Executive Director will align staff, programs and the community to ensure all programs are funded and sustainable.

As part of the diocesan appointment, the Executive Director serves as the Secretary of Christian Services in the diocesan Office for Human Dignity and as the Executive Director of Catholic Charities, Diocese of Joliet. This appointment ensures that Catholic Charities receives overall leadership consistent with Catholic teaching; communicates Catholicity, mission, vision and values of the Agency to employees, board members, diocesan leadership and the community at large; and ensures all operating plans and procedures and financial policies work in accord with the Agency mission, Diocesan guidelines and government regulations.

Reporting to the Board of Directors and leading eight direct reports, the Executive Director will bring a combination of executive and personal presence and warmth, demonstrated by the ability to create and maintain highly productive relationships with board members, donors, the Diocese, community partners, and the participants/parents served in the programs. The new leader will have experience with an array of revenue streams and bring skill in working with community, governmental and civic leaders. The Executive Director reports to the Board of Directors, who govern over the general operations of the Agency, and the Bishop of the Diocese of Joliet.



# Performance Objectives

## Strategic Leadership

- Innovates as a professional and executive leader of the Agency's management and staff to ensure that services are provided in a manner consistent with Catholic Moral and Social Teachings.
- Collaborates with other social service agencies and organizations in bettering the lives of the poor and disadvantaged in the communities served. Actively supports and participates with various agencies serving Catholic Charities.
- Develops a strategic framework that aligns the overall Agency efforts and resources within key priorities and utilizes the Agency mission, legacy and partnerships to broaden and strengthen all revenue streams.
- Ensures that programs are mission driven, in line with strategic planning goals, and support the needs of the community.
- Maintains availability to Agency staff and board members for emergencies and consultation, often outside of normal business hours.



## Revenue Development and Philanthropic Strategy

- Stewards consistent relationships with public leaders to ensure Catholic Charities representation on State committees, task forces and forums dedicated to human service concerns. In a like manner, develops relationships with the leaders from the United States Departments of Housing and Urban Development (HUD), Health and Human Services (HHS), the National Corporation for Service, and other federal agencies. Develops and sustains relationships with the members of the Illinois General Assembly and federally elected officials representing the counties of the Diocese.
- Provides top leadership for the Agency's philanthropic efforts, supported by the Director of Development, maximizing community partnerships and cultivating top donors and community leaders, including development and implementation of fundraising plans that support Agency strategies and priorities.
- Supports the Director of Development in pursuit of promising funding sources, including foundations, corporate sponsors, grant opportunities and an expanded vision for prospective donors.
- Works with the Board to ensure an overall culture of philanthropy and community partnership. Fosters board involvement in friend-raising, fund-raising and donor stewardship.



# Performance Objectives

## Agency Objectives and Financial Oversight

- Leads a management team of department/division directors who in turn hire, develop and supervise staff with objective criteria for performance goals for each employee.
- Meets regularly with Agency directors and staff to ensure that each department is operating in a manner consistent with the mission statement of the Agency, including:
  - o Human Resources: maintains consistent and fair treatment of staff, volunteers, and clients and ensures an equitable and diverse culture is thriving.
  - o Development: provides a realistic fundraising and fund development plan and informs board members of their role in development.
  - o Direct Service Program Directors: keeps all Agency programs at a professional level.
  - o Fiscal Director: maintains realistic financial oversight for the Agency.
- Oversees, implements and regularly reports on the annual operating budget, supported by the Fiscal Director, and regularly monitors budgets, cash flow, risk and operations to ensure that the Agency operates within budget guidelines.
- Responsible for the financial stability of the Agency, including the development and implementation of the annual budget in cooperation with the Fiscal Director and the Finance Committee of the Board.
- Demonstrates fiscal responsibility and efficient use of all Agency resources, at all times, and in line with the regulations and guidelines attached to the multiple funding streams and ethical and best practices.
- Serves on the Bishop's Curia Council.

## Board, Volunteer, and Community Relations

- Relates to the Board in an open and professional manner by supporting leadership and the work of the Board. Attends all Board meetings and ensures consistent communication to keep the Board and stakeholder audiences apprised of work and successes of the Agency.
- Sits on committees led by Agency Directors, allowing for a transparent flow of information to ensure recommendations regarding administrative, fiscal and program policies are informed appropriately, thus allowing the Board to perform its responsibilities and decision-making functions as set out in the by-laws.
- Develops and sustains relationships in the community and is/becomes a known and visible expert. Establishes themselves and the Agency as a leader among peers. Provides leadership on community committees and endeavors.
- Collaborates with other social service agencies and organizations in bettering the lives of the poor and disadvantaged in the communities served. Actively supports and participates in the various agencies serving Catholic Charities.
- Creates new and innovative marketing and outreach strategies using technology and social networks in order to increase visibility of the Agency.
- Elevates the profile and work of Catholic Charities on a local, regional, state and national (where applicable) level.



# The Qualified Candidate

Catholic Charities, Diocese of Joliet is in search of a dynamic, results-oriented leader and fervent advocate for relationship building to increase the existing connections between Catholic Charities and the community it serves. It is imperative that the person who assumes the Executive Director role is passionate and committed to the Catholic Church and energized by enriching the lives of people in need and calling on others of goodwill to do the same.

This candidate will lead organizational development and strategic planning, optimize financial performance, oversee program delivery in the community, build and maintain donor relationships, institute a best-practice ethos and supervise Agency personnel through a complex structure that employs

260 people. This position will support internal and external relationships, resulting in cooperative and effective collaborations that further the mission of Catholic Charities and the Diocese of Joliet. The ideal candidate will possess effective relationship-building and interpersonal skills and demonstrate success in managing multi-site teams and budgets. Being motivated in their daily work by demonstrating qualities of a leader of leaders, this candidate will strengthen unity in support of the Catholic Charities' mission and values. This is a highly external role that may require overnight travel to attend state-wide or national conferences and meetings.

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## Specific Requirements Include:

- Practicing Catholic with knowledge of and commitment to Gospel Values, Catholic Moral and Social Teaching, and Church Structure.
- Demonstrated experience in high-level strategic thinking and planning. Ability to envision and convey the Agency's strategic future to the staff, board, volunteers, and donors.
- Strong analytic and strategic-thinking skills, with demonstrated ability to create, implement and monitor complex plans, and translate those plans into goals and concrete strategies.
- A history of successfully generating new revenue streams and improving financial results, including vendor and donor contract negotiations.
- Strong organizational abilities, including planning, continuous improvement methodologies, delegating, program development, creating partnerships with external parties, and task facilitation.
- Ability to operate effectively in a multicultural and multidisciplinary professional environment and work with others to build and sustain a collaborative operating environment while setting realistic goals for the Agency.
- Demonstrated experience in highly effective communication (written, online, and public speaking) to articulate the mission, vision and values of the Agency.
- Experience in building and sustaining diversity, equity, and inclusion (DEI) into operations, policies and procedures.
- Career track record that shows stability with an organization and capacity to develop and nurture relationships culminating in overall success.
- A minimum of 10 years of professional experience, with at least 7 years of experience in senior leadership roles that demonstrate innovative, progressive management and leadership acumen. Experience in a nonprofit human service agency, including experience in social services for a multi-cultural community, is highly preferred.
- MBA/MSW or other master's level degree from an accredited institution in related nonprofit/public administration work, or equivalent longevity and depth of work experience in a similar structure.
- Commitment to supporting the Codes of Ethics that Catholic Charities, Diocese of Joliet has adopted and following the Codes of Ethics established by Catholic Charities USA, the National Association of Social Workers, and the American Psychological Association.





## How To Apply

Catholic Charities is an Equal Opportunity Employer. The finalist will need to successfully complete background clearance, as well as physical and Tuberculosis (TB) tests. The selected finalist must hold a valid driver's license, reliable means of transportation, and proof of liability insurance. This position offers a competitive salary with strong benefits.

To assure confidential tracking of all applicants, no applications will be accepted via email. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE.

This search is being managed by Heather Eddy, President and CEO, and Jean-Pierre Nuñez, Project Manager of KEES. Questions may be addressed to [jpnunez@kees2success.com](mailto:jpnunez@kees2success.com).

**APPLY HERE**

## About KEES

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