

## **CCCAS CEO - Job Description**

### **BACKGROUND:**

For more than 60 years, Catholic Charities Counseling & Adoption Services (“CCCAS”) has served the Roman Catholic Diocese of Erie, Pa. Our programs have changed over the years, but our commitment to serve the poor, protect the vulnerable and welcome the stranger has not wavered. Our mission is to Serve, Enlighten and Empower. We serve local families and change local lives as a regional provider of Counseling, Adoption and Refugee resettlement services across a 13-county service area.

CCCAS of Erie, Pa is seeking a knowledgeable, adaptable Chief Executive Officer to serve as the leader of the Agency’s Executive Team and assist with the overall vision of our work. This key member of a highly collaborative team will help the organization navigate the changing landscape so we can best use our resources to serve neighbors now and into the future.

### **REPORTING RELATIONSHIPS:**

The CEO reports to the CCCAS Board of Directors, and will have a close working relationship with the Executive Director of Catholic Charities Incorporated of the Diocese of Erie, Pa. Direct reports include the Directors of Counseling, Adoption, Dubois Office, Refugee Resettlement, and CFO.

### **CEO RESPONSIBILITIES:**

The CEO is responsible for the management and operations of all services provided by CCCAS and for implementing all policy decisions of the CCCAS Board of Directors. The CEO is the most visible ambassador representing the agency to the community; advocating for vital services for the most vulnerable; building pivotal relationships with key stakeholders; providing effective leadership of all fund development efforts; and promoting close working relationships with the Diocese and its Parishes.

Specifically, the CEO:

- Represents CCCAS to the public as a faith-based Catholic organization with a mission and vision aligned with the teachings and doctrines of the Catholic Church.
- Ensures that, in partnership with the CCCAS Board of Directors, the CCCAS mission and vision are carried out effectively, efficiently, consistently, and collaboratively.
- Demonstrates the highest level of business acumen, recommends budgets, oversees revenues and expenditures, monitors cash flow, oversees the management and investment of assets, maintains internal controls and financial discipline, monitors risk, and works closely with the CCCAS Board of Directors and its committees to ensure the financial wellbeing of the organization.
- Anticipates changing community needs with vision and imagination, initiates long-range strategic and operational planning, and is responsible and accountable for implementation of all such plans.
- Works closely with CCCAS Board members and development staff to identify, cultivate, and solicit donors and funding partners in support of CCCAS programs. Persuasively articulates the necessity of CCCAS services to donors and community leaders. Is familiar

with capital campaigns, working with donors, foundations, corporations, and local government officials.

- Understands planned giving and cultivates the long-term relationships with major donors that inspire capital gifts and gifts to endowment.
- Develops, presents, implements and reviews programs, policies, and procedures.
- Oversees the administrative and fiduciary functions of CCCAS by recruiting, training, supervising and delegating duties and responsibilities to a dedicated and able staff with which the CEO functions effectively in a collaborative style.
- Collaborates with the Board of Directors to properly represent CCCAS to outside parties such as local, state, and federal government officials, community stakeholders, the Diocese and its Parishes, and other nonprofit organizations.

### **PROFESSIONAL QUALIFICATIONS and EXPERIENCE:**

The ideal candidate will have:

- Passion for social justice and services to those most vulnerable. Possesses a personal style that inspires others to care deeply about the mission and work of CCCAS. Multicultural sensitivity and dedication to inclusiveness and diversity are essential.
- An understanding and acceptance of the Catholic faith and the teachings and doctrines of the Catholic Church; demonstrate a willingness to work for a Catholic, faith-based agency, and adhere to the policies of CCCAS as guided by the teachings and doctrines of the Catholic Church.
- The charisma and energy as the face of CCCAS to project the organization to all community stakeholders and to inspire their support of a faith-based organization dedicated to serving all, regardless of faith.
- Commitment to understanding dissenting views, building consensus, analyze options fairly, and ability to be pragmatic and decisive. Demonstrated flexibility, independence of vision, creativity, expertise, perspective, and leadership ability to inform and influence CCCAS Board members as to desirable options and changes in established goals and objectives. Understanding of the benefits of accreditation and the ongoing process of self-study and organizational development.
- Ability to develop strong working relationships with staff, identify and recruit able new staff, and motivate, mentor, and inspire an effective and diverse professional workforce that models Catholic social teachings.

### **EDUCATION:**

Bachelor's Degree (Required)

Master's Degree (Preferred)

MS in Human Services (Preferred)

### **COMPENSATION:**

Competitive, based on experience.

FLSA: Exempt

For best consideration, please apply by January 1, 2023. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriercd.org/employment.html>.

Applicants must submit a cover letter, resume, certifications, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: [lasher5445@gmail.com](mailto:lasher5445@gmail.com) (Application form must be scanned, completed, signed, and scanned.)
- 2) Mail to Matthew Lasher, 326 Shawnee Dr., Erie, PA 16505.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

CATHOLIC CHARITIES COUNSELING & ADOPTION SERVICES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND IS COMMITTED TO PROVIDING EQUAL EMPLOYMENT WITHOUT REGARD TO RACE, COLOR, CREED, RELIGION, NATIONAL ORIGIN, ANCESTRY, AGE, SEX, LEGAL DOMICILE STATUS, VETERAN STATUS, DISABILITY, OR AIDS/HIV STATUS OR ANY OTHER CHARACTERISTIC PROTECTED UNDER FEDERAL OR STATE LAW.