



## EXECUTIVE DIRECTOR IDEAL CANDIDATE PROFILE

Catholic Charities Diocese of Houma Thibodaux (CCHT), headquartered in Houma, Louisiana, provides services to people in need and advocates for justice in social structures. At this time, CCHT is recruiting a compassionate, mission-focused nonprofit professional with experience in disaster preparedness and management to become its next Executive Director.

### CATHOLIC CHARITIES DIOCESE OF HOUMA-THIBODAUX: FAITH AT WORK

*Catholic Charities Diocese of Houma-Thibodaux serves the missionary heart of the Church by addressing individual and family needs while providing opportunities for disciples to put their faith into action.*

The organization serves the community's needs for:

- Disaster preparedness and relief services.
- Food, through four food banks – Central Lafourche in Raceland, South Lafourche in Galliano, Upper Lafourche in Thibodaux and Grand Isle.
- Clothing, through thrift stores in Raceland and Galliano.
- Project Self Help, which helps unemployed individuals and those receiving SNAP benefits to prepare for work by providing uniforms, tools, public transportation assistance and gasoline. Education funding is available for those seeking careers as a Certified Nurses' Assistance or Phlebotomist from Fletcher Technical Community College Schools.
- The St. Lucy Child Development Center, which provides developmentally appropriate and affordable early childhood education for children ages 1 to 5 years. The Center is recognized as a 3 Star Louisiana Quality Start childcare center and has been recognized as Proficient by the Louisiana Department of Education.



- A Foster Grandparent Program that provides opportunities for people age 55+ to volunteer to make a difference in the lives of children in elementary school, Head Start programs, daycare centers, and hospitals.
- Shelter, through first-time home buyer counseling, halfway house rehabilitation services, rent and utility assistance, and other housing resources.
- Emergency financial assistance for those struggling to cover the cost of rent, medicine, car repairs, utilities, funerals, or recovering from fire damage to their home.
- Comfort, through counseling and rehabilitation services.

## THE ROLE OF THE EXECUTIVE DIRECTOR



The Executive Director is responsible for the overall executive leadership and operational administration of Catholic Charities in the Diocese of Houma-Thibodaux (CCHT). The Executive Director ensures that the agency fulfills its mission to provide service to people in need, to advocate for justice in social structures, and to call the Church and other people of good will to do the same. The Executive Director ensures that the agency is represented at the diocesan, parish and community levels, serves on and provides leadership to selected local, state and national bodies for the purpose of interpreting the mission and programs of the agency, assists with the identification of community needs, and is engaged in program planning, policy formation and standard setting. The Executive Director is accountable to and answers to the Board of Directors. Responsibilities include:

### Promoting the Mission, Vision and Values of CCHT

- Possesses a working knowledge of the official social teachings of the Church
- Ensures that services comply with acceptable Standards of Care and the Code of Ethics of Catholic Charities, as well as the official teachings of the Roman Catholic Church
- Provides leadership to ensure that the administrative and programmatic goals of Catholic Charities are fulfilled
- Leads consensus among agency staff in support of the mission and programs of the agency

## Providing Oversight to All Programs and Services of the Agency

- Works with the Board of Directors, Diocesan Executive Leadership, and staff to develop and execute long and short-term planning, goal setting, determination of administrative and programmatic priorities
- Responsible for the overall oversight and evaluation of current programs and services, research and development of new programs and services, and hires suitable staff with appropriate credentials
- Ensures the fruitfulness of all agency programs, ensuring measurable and demonstrable impacts as set forth in program goals and objectives
- Provides necessary collaboration of CCHT with the Catholic Foundation of South Louisiana for the fundraising and development initiatives of the agency, facilitates the development of annual budgets, monitors income and expenditures, provides oversight to the accounting operations of the agency and reports financial information to the Board of Directors

## Ensuring the Delivery of Quality Services

- Provides leadership and oversight to the continuous quality improvement program of the agency
- Monitors the outcome of programs and services provided by the agency
- Implements and ensures compliance with the policies and procedures adopted by the Board of Directors of CCHT
- Ensures that the agency meets all contractual, professional and accreditation standards and obligations, including the Standards for Excellence and all federal and state law
- Ensures maintenance and upkeep of all CCHT buildings and equipment

## Human Resource Management

- Recruits qualified staff and provides leadership, supervision, training, evaluation, and termination to the agency staff including the delegation of appropriate responsibilities
- Ensures licensure or other educational requirements needed to fulfill the responsibilities of the position for agency staff are met
- Works in collaboration with the diocesan human resources director



## Establishing and Maintaining Positive Relations with the Diocese, Parishes and Community Partners

- Represents the agency, its mission and values in the community

- Ensures a strong working relationship exists between Catholic Charities and all diocesan entities, particularly pastors, parishes, and social ministry groups
- Works cooperatively with all who fund or support the activities of the agency
- Networks with other community-based organizations and groups who serve the community in similar ways as the agency
- Provides leadership in community efforts to identify service needs, set priorities and expand resources for service delivery
- Maintains active involvement with Catholic Charities USA and other state and national standard setting and accrediting bodies and serves on those boards and/ or committees when appropriate
- Advocates for justice and more just social structures at the local, state and federal levels

#### **Working in Partnership with the Board of Directors of CCHT**

- Provides information, liaison services and orientation to the Board of Directors of CCHT
- Assists with and participates in board development, fund-raising, policy formulation and planning activities of the Board of Directors of CCHT
- Provides consultation to the Board of Directors of CCHT in carrying out their responsibilities, understanding the needs of the community

#### **IDEAL CANDIDATE QUALIFICATIONS AND COMPETENCIES**

The ideal candidate will be an experienced nonprofit leader with a master's degree in a relevant field. S/he will be an active Catholic in good standing, will be well-versed in Catholic social teaching and must respect the teachings of the Roman Catholic Church. Prior experience in disaster preparedness and relief services is a must, and an individual who is familiar with the Houma-Thibodaux area is preferred.

In addition, s/he will bring to the role:

- Teaching and/or public speaking experience
- Excellent written and verbal communication skills
- The ability to organize and work independently
- The ability to write professionally
- Computer literacy and proficiency in social media platforms
- A valid driver's license

Candidates must maintain an up-to-date Diocesan Safe Environment Training, including a criminal background check. The ability to work a flexible schedule as needed is a must, including the ability to drive throughout the diocese/state for day and night meetings and presentations.

## COMPENSATION

A competitive compensation package will be provided to the selected final candidate based on their prior experience and qualifications.

## CONTACT INFORMATION FOR INTERESTED CANDIDATES AND NOMINATIONS

If you would like to express your interest in this position, please send a cover letter and resume to Gregory A. Nielsen, Managing Director, Southeast Regional Office at [gregory@dcm-associates.com](mailto:gregory@dcm-associates.com) or Joseph F. Duffy, President-Executive Search at [joe@dcm-associates.com](mailto:joe@dcm-associates.com). If you would like to discuss the opportunity further or would like to recommend a candidate, please contact Dennis C. Miller, Founder & Chairman at [dennis@dcm-associates.com](mailto:dennis@dcm-associates.com) or by phone at 201.956.1810.



*Executive Search  
Nonprofit Leadership  
& Board Performance*

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