



Opening for Executive Director

Catholic Charities of Cortland County (CCOCC) is a non-profit human service agency providing services in Cortland County since the 1970s. The Agency was incorporated in 1925 as part of the larger seven county Catholic Charities of the R.C. Diocese of Syracuse, which includes Broome, Chenango, Cortland, Madison, Oneida, Onondaga, and Oswego Counties.

Services are targeted to those affected by mental health and substance use disorders, people living in poverty, and at-risk youth. Care coordination, residential and housing services, peer supports services, and emergency assistance are available.

Our Mission

CCOCC is dedicated to caring for those in need while promoting human development, collaboration, and the elimination of poverty and injustice. We strive to empower those served to transform their lives in an environment of respect and compassion.

Role and Responsibilities

Responsible to the Board of Directors, the Executive Director effectively leads, directs, and manages the strategic direction, program, and administrative operations of the Agency's residential and community services in a manner consistent with Agency mission/values, maintains fiscal viability, and addresses the needs of the clients we serve.

Areas of strategic planning and oversight include Agency growth, sustainability, service delivery, financial and program operations, corporate compliance, human resources, Board relationships, supervision of leadership staff, and community relations. The Executive Director also participates as a member of the Syracuse Diocesan Catholic Charities Corporate Board of Trustees and works collaboratively with the Syracuse Diocesan Executive Director of Catholic Charities.

Qualifications

Bachelor's Degree with seven years of experience, at least four of which are providing direct supervision of others, and at least four of which demonstrate fiscal and administrative experience. All experience must be in a related field.

OR

Master's Degree with three years of experience that demonstrate fiscal, administrative, and supervisory experience. All experience must be in a related field.

Skills/Abilities

Catholic Charities of Cortland County is seeking an adept leader who values and practices strategic planning and foresight, thinks proactively, is prone to action, and understands the importance of, and possesses the ability to build relationships and promote Agency services within the Cortland, NY community. In addition, the ideal candidate will possess demonstrated experience in networking, and interagency collaboration, organizational, interpersonal and communication skills, with functional ability in the use of technology.

Successful candidate must have an understanding and appreciation of Catholic teachings, particularly Catholic Social Teachings, and a willingness to support these.

Additionally, the candidate must have an understanding of social systems and how they affect clients.

Catholic Charities of Cortland County strives to create and maintain a positive and caring work environment for all of our employees. We demonstrate this through supportive and meaningful supervision, a comprehensive health and benefits package, and gratitude and recognition for the challenging work our employees perform in service to others.

Interested candidates, please send a letter of interest detailing how your experiences satisfy the requirements of the position, a current resume with detailed work history including positions and responsibilities, and a completed employment application to Amanda Wilson-Yates at awilson@ccocc.org by Friday, March 19, 2021. Applications for Employment are available on our website: www.ccocc.org/careers

EOE



CARING FOR OUR COMMUNITY ONE PERSON AT A TIME

Job Description

Job Title: Executive Director

Department: Administration

Position Status: Executive, Exempt
Full Time

Supervised by: Diocesan Director

General Statement of Duties:

Responsible for the overall operation and direction of the Agency, and for ensuring the Agency follows and fulfills its mission. Responsible for the day-to-day operations of Catholic Charities of Cortland County (CCOCC).

Specific Duties or Typical Work Activities:

- Monitor and respond to the fiscal status of the Agency, including development and solicitation of funding sources, with the support of the Finance Department.
- Evaluate and audit the programs and services provided by the Agency to ensure they are responsive to clients' needs and fit within the mission of the organization.
- Direct and monitor staff to ensure compliance with government programs and Agency requirements.
- Act as the chief spokesperson and advocate for CCOCC and the people it serves.
- Monitor all reporting requirements made by funding sources.
- Oversee staff recruiting, hiring, training, evaluating, and separating for those positions reporting directly to the Executive Director.
- Work directly with the President of the Board of Directors and Board Committees to ensure compliance with the Bylaws of CCOCC and the Syracuse Diocesan Board. This includes, but is not limited to, developing board meeting agendas, providing written and oral reports, updating policies and procedures, as well as addressing any issues affecting the work of the organization.
- The Executive Director is the direct liaison to the Diocesan Director and is a member of the Corporate Board of Directors.
- In consultation with others directly supervised, develop Agency goals and objectives, and monitor progress.
- Participate in local and state government planning efforts revolving around CCOCC services and programs.
- In consultation with others directly supervised, initiate and develop program innovations in keeping with the clients' needs and make suggestions for improving the efficient provision of services.

Required Knowledge and Skills:

- An understanding and appreciation of Catholic teachings, particularly Catholic Social Teachings, and a willingness to support these
- An understanding of social systems and how they affect clients
- Ability to use various technology and programs

Qualifications:

- Bachelor's Degree with seven years of experience, at least four of which are providing direct supervision of others, and at least four of which demonstrate fiscal and administrative experience. All experience must be in a related field. *OR*

- Master's Degree with three years of experience that demonstrate fiscal, administrative, and supervisory experience. All experience must be in a related field.
- Demonstrated experience in networking and interagency collaboration.

Additional Expectations:

- Must have a valid NYS Driver License, an acceptable driving record, and adequate insurance coverage
- Must work the expected hours of 8:30am to 4:30pm, Monday-Friday
- Must comply with Agency and program policies and procedures
- Required to understand and abide by the laws, regulations, policies, and procedures that apply to the programs and services provided by the Agency
- Required to report any known or suspected violation of laws, regulations, policies, or procedures related to programs, services, Agency operations, or personnel of the Agency
- Required to ensure that accurate statistical records are kept for documentation including, but not limited to, individual client records, billing records, medication records, daily log, expense sheets, purchase orders, petty cash, client funds, mileage records, and menus.
- Required to ensure that employees and volunteers are aware of and abide by the laws, regulations, policies, and procedures that apply to the program or services provided
- Process reports of known or suspected violations with the Agency Compliance Officer, without any retaliatory action against any employee