



# Diocese of Laredo – Job Announcement

Posting Date: March 12, 2020

Application Deadline: Until Filled

<b>Position:</b> Executive Director	<b>FLSA Status:</b> Exempt
<b>Minimum Requirements:</b> Bachelor’s Degree in Business Administration, Public Administration, or related field, with minimum of 3 years of experience in non-profit administration and a minimum of 3 years of experience at a management level. A Master’s Degree in Social Work, Business Administration or Public Administration, with minimum of 3 years of experience in non-profit administration and 3 years of experience at a management level, preferred. Must be in full communion with the Catholic Church.	
<b>Start Date:</b> Immediate	<b>Location:</b> Catholic Charities of Laredo
<b>Position Status:</b> Full-Time	<b>Work Schedule:</b> Mon-Fri. and as needed

### Position Summary: (complete position description available at the HR Office)

*This position offers the right candidate an opportunity to affect the future direction and efficacy of Catholic Charities in the Diocese of Laredo, which covers seven counties. The chosen candidate will be responsible for managing the day to day operations of the agency and oversee growing the agency’s existing programs and establishing new programs. The successful candidate must demonstrate past job experience in:*

- *Leading, managing and developing personnel*
- *In executing a successful fundraising plan*
- *Developing and maintaining relationships with other organizations*
- *Budgeting and financial management*
- *Social work*

### Additional Skills and Requirements, Certifications or Licenses:

- Maintain a valid Texas Driver License, evidence of state required vehicle insurance and reliable transportation.
- Prior experience demonstrates competency in non-profit management, human resources management, administrative management and fund development.
- Demonstrated knowledge and ability in strategic planning, marketing and grant writing.
- Excellent communication skills verbally, in English and Spanish, and written, in English.
- Demonstrated knowledge in budgeting and financial reporting.
- Computer literate with working knowledge of common business software, such as Microsoft Word, Excel, Power Point.
- Support the mission of the Diocese of Laredo and be committed to the teachings of the Roman Catholic Church.
- Assume responsibility to represent the agency professionally at all times.
- Must be able to work a flexible schedule.
- Ability to coordinate a variety of activities.

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**Resumes are Not Accepted. Employment Application is required for consideration.**

For Employment Application, visit [www.dioceseoflaredo.org](http://www.dioceseoflaredo.org)

For additional information, please contact:

Office of Human Resources

Diocese of Laredo

1901 Corpus Christi St. \* Laredo, Texas-78043

(956) 764-7867

Benefits include shared cost medical and dental, plus retirement and life insurance, upon completion of eligibility period. Paid vacation leave, personal days and sick leave, upon completion of eligibility period. Paid Holidays and Holy Days, as designated by employer. Unique opportunities to participate in staff spiritual retreats, Catholic Mass and prayer. Join a team of individuals dedicated to providing service in a faith-filled work environment that promotes faithfulness, respect, joy and unity. Apply today.

***We are the Diocese of Laredo!***