

Catholic Charities of St. Louis

Chief Operations Officer

In response to the teachings of Jesus Christ, the mission of Catholic Charities is to serve people in need, especially the poor and vulnerable; work to improve social conditions for all people in the community; and call members of the Church and community to do the same.

The Chief Operations Officer (COO) is responsible for managing the departments of the Catholic Charities Central Office that are integral to supporting the needs of our eight federated agencies. These departments are Development and Communications, Finance and Facilities, Programs and Quality, Service Integration, Advocacy, Mission Integration, and Human Resources (in coordination with the HR Department at the Archdiocese of St. Louis). Reports to the President of Catholic Charities of St. Louis.

Primary Responsibilities:

1. Foster an organizational culture based on the mission, vision, and values of Catholic Charities, with support to the eight member agencies.
2. Work with the President and management team to develop strategic priorities and goals, and lead implementation of the strategic plan.
3. Provide guidance to management team in establishing department goals and monitoring results.
4. Encourage coordination between departments and evaluate effective deployment of resources across them.
5. Review processes in the office for effectiveness, efficiency and quality, and identify potential improvement opportunities.
6. Oversee the annual Central Office budget and performance against it.
7. Provide a strong day-to-day leadership presence for all Central Office staff.
8. Coach, develop and manage Central Office team to ensure that the responsibilities and accountability are well-defined and professional development a priority.
9. Administer the Risk Management function for the Central Office.
10. Direct the maintenance and general upkeep of the Catholic Charities facilities, including the technology infrastructure, with the Chief Financial Officer.
11. Collaborate with others in the Catholic Charities Federation and departments/ministries of the Archdiocese of St. Louis, as needed.
12. Support and represent the President, as needed.

Qualifications:

1. Minimum of an undergraduate Bachelor of Science or Arts degree, Master degree preferred.
2. Minimum of 10 years experience in senior management position with accountability for financial results, operations, strategic execution, programs/projects, customer service, and management/development of staff (experience outside not-for-profit will be considered).

3. Extensive knowledge or first-hand experience as employee/volunteer in a not-for-profit organization.
4. Proven skills in developing cohesive teams, ability to manage conflict and change, and encourage collaboration for the good of the organization.
5. Person of integrity, compassion and dedication.
6. Supports the tenants of Catholic Social Teaching.

To apply, send cover letter and resume with salary requirements to Les Lexow, Senior Director Human Resources at llexow@ccstl.org.

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