



St. Francis community services

Position: Executive Director
Agency: St. Francis Community Services
Location: St. Louis, Missouri
Reports to: Board of Directors

About St. Francis Community Services

Mission Statement: St. Francis Community Services walks with our vulnerable neighbors to create opportunities, build resiliency, and advocate for justice.

St. Francis Community Services was established in July 2011 when Catholic Charities of St. Louis united several social service programs that previously existed as separate entities. Many of our individual programs trace their roots back three decades or longer, bringing an extensive understanding of the needs in our community. The agency today is on a mission to change the lives of the most vulnerable throughout the St. Louis region. Providing legal aid, immigrant services, and long-term case management, we work to support people in crisis and ultimately prevent those situations from reoccurring. Last year, we served a total of 2,332 direct clients, with 78% living below the poverty line upon entering our programs.

Priorities: Our Integrated Approach

Promoting Equal Access to Justice

Recognizing that pervasive inequality in our community violates the dignity of the poor and marginalized, we intentionally promote equity for these groups. We stand with and advocate for our clients.

Addressing Root Causes of Economic Insecurity

Understanding that poverty affects every area of a person's life, our programs help people move towards long-term economic stability. Our programs address financial barriers by building trusting relationships and connecting clients with practical community resources.

Practicing Cultural Humility

Honoring our clients' perspectives, autonomy, and self-determination is key to our work. We celebrate that a person's country of origin, race and ethnicity, legal status, and life experiences create diverse perspectives that make our community stronger.

St. Francis Community Services Programs

Administration: The Executive Director is responsible for the overall administration of the agency, which includes the operation of its administrative office and individual programs. The administrative office supports, coordinates and raises funds for St. Francis Community Services programs. No services are provided at this location, but the support staff works from this location and meetings with the public are often held there. The individual programs of St. Francis Community Service are described as follows.

Legal Assistance Ministry: A program of St. Francis Community Services has provided civil legal aid to the St. Louis metropolitan area and surrounding counties for more than thirty years. Annually, we provide legal aid in over 1,500 cases in the areas of immigration law, veterans' advocacy, family and guardianship law, housing crisis cases, and municipal court cases. We service clients at 150% of the Federal Poverty Level or less.

Immigration Services: In a culturally sensitive and linguistically competent setting, the Immigration Services supports and strengthens youth, seniors and immigrant families from throughout the region, while also addressing needs in the diverse Bevo neighborhood.

Pathways to Progress: A Catholic Charities of St. Louis pilot initiative, Pathways to Progress educates and empowers families in north St. Louis County and St. Louis City through long-term case management, asset building, and resource coordination. St. Francis Community Services acts as lead agency on this project, providing case management to families.

Position Description

The St. Francis Community Services Executive Director is a practicing Catholic, a visionary and dynamic individual who has a passion for the agency's mission and priorities and are capable of demonstrating the commitment to these priorities in his or her daily work. The Executive Director is responsible for leading St. Francis Community Services to successfully achieving its mission through developing a strategic plan, managing effective programs and services, guiding fundraising efforts; forming a strong management team and collaborating with key strategic partners. The Executive Director assists the Board of Directors in assessing community needs, setting the agency's direction and reporting on performance.

The Executive Director is ultimately responsible and accountable for the financial, administrative, performance and organizational well-being of St. Francis Community Services:

- Promotes the mission, vision and values of St. Francis Community Services and Catholic Charities, and continuously seeks opportunities to advance Catholic identity and St. Francis Community Services heritage
- Takes responsibility for executing organizational policies; works with the management team to ensure policies and procedures are in compliance with applicable laws and regulations
- Lead the strategic planning process, in collaboration with the Board of Directors
- Develops annual agency goals and objectives with the management team
- Creates a culture based on the mission, vision and values and goals, and communicate the culture to staff on a regular basis
- Works effectively with, and provides ongoing feedback and annual performance review to, the senior management team, ensuring members have the information and resources they need to fulfill their respective responsibilities
- Monitors local, regional and national trends and public policies that impact the work of St. Francis Community Services and its clients; coordinates public policy efforts with Catholic Charities of St. Louis Director of Advocacy and other community partners
- Develops the annual operating and capital improvement budgets, for approval by the Board of Directors and Catholic Charities of St. Louis, to enable the agency to operate in a stable financial position; reports regularly to the Board on budget to actual performance, with plans to address major variances
- Works closely with the Development Director to ensure fundraising plans and opportunities are executed; takes a lead role in meeting with major donors and prospects
- Supports the Board of Directors' roles and responsibilities, including providing adequate and timely reporting of information
- Serves as the public face of St. Francis Community Services, and takes responsibility, for communicating and forging relationships with constituents throughout the community, including donors and potential donors, foundations, corporations, city officials, government agencies, and non-profit associations
- Provides succession planning for self and senior staff
- Collaborates with others at Catholic Charities of St. Louis and the Archdiocese of St. Louis

Relationship Structure:

- The Executive Director works closely with the President of the Board of Directors and reports to the members of the Board's Executive Committee
- The Executive Director supervises the Controller, Development Director, Education and Quality Manager, Communication Coordinator, Executive Assistant, and the Program Directors of Legal Assistance Ministry, Immigrant Services and Pathways to Progress
- Along with the Catholic Charities of St. Louis President and the seven other Catholic Charities agency leaders, the Executive Director is also a member of the Catholic Charities Leadership team

Qualifications

- Master's Degree in Human or Social Services, Behavioral Health, Hospital Administration, business or related field preferred
- Minimum of 10 years' experience in a senior management position with responsibility for strategic directions, financial results and operations (experience outside of non-profit will be considered)
- Proven leadership ability with experience managing multiple functions and layers of management
- Creative, strategic thinker and decision-maker who can challenge the status quo
- Results-oriented with track record of achieving desired outcomes
- Extensive knowledge and first-hand experience as a non-profit /profit employee or volunteer
- Strong involvement, understanding of, and proven track record of success in, non-profit development and fundraising
- Strong communications and presentation skills
- Adept at community and government relations
- Financial acumen
- High energy and strong time management skills to manage a demanding workload
- Collaborative team builder and coach with ability to motivate employees, strategic partners and other constituents
- Treats people with dignity, fairness and respect, embraces diversity and inclusion; communicates openly and honestly
- Support the tenants of Catholic Social Teaching and is a practicing Catholic
- Identifies with the St. Francis Community Services mission and works tirelessly in pursuit of it

For consideration, please submit a cover letter and resume to Marcy Whelan marcy@roisearchpartners.com.

EOE