

Catholic Charities of St. Louis

Chief of Staff

CATHOLIC CHARITIES OF ST. LOUIS, a federation of eight agencies, has been helping people in need since 1912. In response to the teachings of Jesus Christ, our mission is to serve people in need, especially those who are 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. Over 100,000 people benefit from our services, regardless of religion, age, gender, race or ethnicity.

The Chief of staff (COS) shall supervise the work of office staff, professionals, consultants and volunteers to varying degrees at Catholic Charities of St. Louis (CCSTL). They will work collaboratively with members of the Senior Leadership Team at the CCSTL and assist leaders including the President himself.

The COS will liaise, organize, and execute in relation to internal stakeholders including the CCSTL Board of Directors, the President, Agency Directors/CEOs, the Archdiocese of St. Louis, MTA, and coworkers. They will also liaise, organize, and execute in relation to external parties including, consultants, auditors, government officials, representatives from financial institutions, Archdiocesan shared services, representatives from other agencies, visitors and the general public.

Principle Duties:

- Be responsible for directing the operations of the President's Office while maintaining constant interface with the Executive and Senior Leadership Teams to ensure that key issues are proactively addressed. The Chief of Staff serves as the President's liaison to various CCSTL-related committees.
- Manage the bi-directional flow of communication in and out of the President's office to ensure consistent and responsive message delivery to key CCSTL stakeholders, including leadership, coworkers, donors and others.
- Assist in planning, developing and establishing policies and goals consistent with organizational objectives and governmental regulations.
- Lead and direct specific initiatives within the CCSTL's long-term and strategic direction.
- Coordinate some specific engagement activities with the President's Office around specific strategic and operational matters.
- Generate and coordinate assignments, as needed. Work independently to complete assignments involving the appropriate internal or external contacts.
- Coordinate comprehensive projects and assignments that require coordination of several different offices and/or areas of the CCSTL including personnel/management reviews, and special studies.
- Prepare an agenda for each executive/senior leadership team meeting and provide a summary of discussions and action items resulting from each meeting to attendees, with appropriate follow-up.
- Develop data analysis and write reports for use in executive decision-making.
- Handle data, communication and projects that are highly privileged and confidential.

- Provide leadership in the development and administration of CCSTL or federation-wide integrated plans and processes, including assessments and performance evaluation reviews.
- Build and maintain mutually supportive relationships with all levels of management, staff, outside agencies and vendors, when necessary. Work to remove barriers that hamper inter-and intra-department communications.
- Coordinate and monitor assignments which must be accomplished in conjunction with other senior executives.
- Perform other related duties as assigned.

Qualifications:

Master's Degree in Business/Public Administration, Theology, Ministry or related field, and 10 years of relevant experience and/or an equivalent combination of 7-10 years combined Catholic Ministry/Pastoral Leader and Community Engagement and experience.

Incumbent's private and public positions and values must be in full and complete agreement with those of Catholic Charities and with the teachings of the Catholic Church.

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