



CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



Catholic Charities
of the Diocese of Raleigh

Position Information

Position Title: **Regional Director**

Department: **Catholic Charities**

Reports To (Title): **Chief Executive Officer**

Work Schedule: ☒ M – F Hours: _____ to _____ ☐ Other: _____

Type of Employee (Hours worked per week) ☒ Regular Full Time (≥30) ☐ Regular Part Time (20-29) ☐ Part Time (≤20) ☐ Temporary (varies)

Percentage of Travel Required ☐ 0% ☐ 10% ☒ 25% ☐ 50%+

Exemption status (HR use only) ☐ Exempt ☐ Non-exempt

Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

The Regional Director oversees the general management and quality of all program areas, which includes program planning and development, delivery, and evaluation, as well as fundraising, budget setting, knowledge management, supervision of staff, and cultivation of external relationships.

Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

Program Leadership & Management:

- Enhance, flesh out, and implement organizational vision for the region
- Ensure ongoing programmatic excellence, increase key impact measurements and monitor collection of agency and program data as required by agency policy and procedure
- Demonstrate consistent quality of finance and administration, fundraising, communications and systems; develop and implement effective, high quality systems for financial administration, fundraising and communications
- Develop and implement timelines and resource development plans needed to achieve program and agency goals
- Prepare and execute annual budget in accordance with approved spending plans and ensure funds are used effectively
- Develop, coordinate and ensure execution of contracts/MOUs with partners and funders

40.00

Duties and Responsibilities *continued from page 1*

External Relationships:

- Coordinate with the Director of Development to expand revenue generating and fundraising activities to support existing programs and the growth of the regional office; cultivate existing relationships and develop new funder relationships
- Manage relationships with partner organizations
- Provide information, consultation and training to parishes and community partners
- Use external presence and relationships to garner new opportunities for Catholic Charities
- Assess the needs of the regions in collaboration with Program Directors to develop programmatic responses to community needs according to established priorities of Catholic Charities of the Diocese of Raleigh

35.00

Staff Development:

- Attract, develop, coach and retain high-performance team members, empowering them to elevate their level of responsibility, span of control and performance
- Provide high quality supervision to Program Directors
- Work with staff to develop systems to ensure consistent, high-quality project management
- Provide leadership in development of inter-team communication and cohesiveness, sustaining culture and supporting staff during organizational growth

20.00

Other Duties:

- Serve as an active and participating member of the administrative team of Catholic Charities of the Diocese of Raleigh
- Responsible for management and safety of all facilities
- Develop and oversee the implementation of a grant writing plan in cooperation with the Senior Development Officer and Program Directors
- Assist the Director of Disaster Services in the coordination of disaster relief services in the event of a natural disaster
- In collaboration with the Administrative Office, develop and implement a plan for communications, marketing and brand awareness
- Attend agency, staff and community meetings

5.00

Position Qualifications

Formal Education (minimal level REQUIRED for this position)

- ☐ No minimum education level
- ☐ High School diploma or GED
- ☐ Associates or other 2-year degree including technical/trade school
- ☐ Bachelors degree
- ☒ Masters or Professional degree (M.B.A., J.D., etc.)
- ☐ Doctorate

Degree in specific subject area: _____ Degree Type: Human Services

Concentration: _____

Work Experience (minimum experience REQUIRED for this position)

- ☐ Less than 1 year
- ☐ 1 - 3 years
- ☐ 4 - 6 years
- ☒ 7 - 9 years
- ☐ 10 + years

Years of specific work experience: Field: Supervision and Program/Agency Administration Years of experience: 5

Qualifications

Skills:

- Proven effectiveness in supervisory and management skills
- Proven ability to work with culturally diverse church, community and client groups
- Demonstrated skill in development and management of budgets
- Demonstrated skill in leading and developing collaborations between organizations
- Public speaking skills and experience
- Excellent organizational skills
- Excellent writing skills
- Proven computer skills including Word, Excel and other appropriate applications

Special Requirements:

- Knowledge of and commitment to Catholic social teachings and practices and the mission of Catholic Charities of the Diocese of Raleigh
- Valid NC Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

Preferred:

- Bilingual in Spanish/English oral and written communications

*Job responsibilities may involve travel and some work beyond the regularly scheduled workdays, i.e., weekends and evenings as scheduled, and as needed.

Position Characteristics

Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

| | Amount of time spent | | | |
|----------------------------------|-----------------------|----------------------------------|----------------------------------|-----------------------|
| | None | <1/3 of time | 1/3- 2/3 of time | >2/3 of time |
| Lifting greater than 20 lbs. | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Sitting for extended periods | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Standing for extended periods | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Primarily office work | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Primarily outdoor work | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Primarily indoor work | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Prolonged exposure to heat/cold | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Prolonged exposure to loud noise | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Level of Supervision Received (check the option that best describes the position overall)

| | |
|--|----------------------------------|
| Direct Supervision: Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness. | <input type="radio"/> |
| General Supervision: Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities. | <input type="radio"/> |
| Intermittent Supervision: Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies. | <input type="radio"/> |
| Administrative Supervision: Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done. | <input type="radio"/> |
| Long-Range Administrative Direction: Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative. | <input checked="" type="radio"/> |

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.