



## President

# Catholic Social Services Washtenaw County

### Opportunity Guide

<http://csswashtenaw.org/>

### Mission and Purpose

Catholic Social Services of Washtenaw County is a member agency of the Diocese of Lansing Catholic Charities.

**“The mission of Catholic Charities is the work of the Catholic Church, to share the love of Christ by performing the corporal and spiritual works of mercy.”**

**As a member of our community, we believe our work attains the greatest benefit when we join with our neighbors and colleagues to create a responsive, compassionate society where all are valued, honored and have the opportunity to thrive.**

### Our Vision

**Help people live safe, meaningful and independent lives, in a more just community.**

### Our Core Values

**Dignity of all creation  
Compassion  
Preferential option for people who are disadvantaged  
Community Stewardship**

## Organization Overview

Established in 1959 by the Archdiocese of Detroit and community leaders, Catholic Social Services was created to extend a helping hand to struggling families regardless of their faith, race or economic background. The agency and Washtenaw County became part of the Diocese of Lansing in 1971 with the mission of the agency remaining consistent: embracing the tenets of Catholic social teaching, dedicated to changing the lives of our most vulnerable community members.

The CSSW vision is to help people live safe, meaningful and independent lives, in a more just community. In addition to offering more than two dozen programs designed for myriad life challenges, CSSW also collaborate on initiatives with our colleagues in the non-profit and government sectors.

With an annual operating budget of \$7.3 million, Catholic Social Services of Washtenaw County offers an array of services, including more than two dozen programs designed for myriad life challenges including food assistance, mental health treatment, substance abuse group therapy, domestic violence and child abuse prevention, adoption and pregnancy counseling, and services for frail elders and at-risk families. The Agency serves more than 9,000 individuals and families annually, with 85% of clients identifying as non-Catholic. More than two-thirds of CSSW clients report annual income below \$15,000 and represent 50% of the poorest members in our community. In addition, CSSW also collaborates with our colleagues in the non-profit and government sectors to focus on our community's most challenging issues such as quality of life for our aging population, prisoner re-entry, and child sexual abuse.

The Agency's philanthropic activities are spearheaded through a separate non-profit named the Marnee and John DeVine Foundation, with its sole purpose to raise and invest money for CSSW, including the management of endowment funds. The Agency's President supports the Foundation through the provision of information on the programmatic and operating aspects of the Agency, while the CSSW Development Director serves as an ex-officio member of the Foundation's executive committee.

### Services

Catholic Social Services of Washtenaw County provides a variety of services to the local community to improve the quality of life for individuals and families, including counseling, adoption, violence intervention, older adult services, and family preservation services.

### Senior Services:

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- tax preparation and assistance
- assistance in navigating the healthcare system
- Caregiver assistance
- volunteer opportunities
- adult day care services
- assistance to grandparents acting as parents

**Behavioral Health Services:**

- provide focused therapy
- substance abuse assessment and treatment
- psychiatric evaluation and medication
- monitoring services by licensed social workers and psychologists on a sliding fee scale

**Food & Housing Support:**

- emergency food and housing support

**Children Services:**

- family assessment clinic
- adoption
- Washtenaw child advocacy center
- foster care
- pregnancy counseling
- families first

**Safer Communities:**

- alternatives to domestic violence and aggression
- prisoner reentry
- ex-offender support

**The Opportunity: President**

**With the unexpected passing of the CSSW President, the Board of Directors for Catholic Social Services of Washtenaw County, in partnership with the Bishop of the Diocese of Lansing, is searching for a new President to lead this non-profit organization, with an annual operating budget of \$7.3M and endowment of \$1.6M, as it provides sought after human services to many “clients” or service recipients by the dedicated team of employees and countless volunteers. The President will lead, administer and direct all activities of CSSW in accordance with diocesan policies and procedures and with oversight from the Board of Directors. This position is one of ministry, leadership and service. The successful candidate will provide guidance and leadership in developing, organizing, implementing, and evaluating all programs, services and staff. The President is responsible for providing strategic leadership by working with the Board and key management personnel to establish**

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long-range strategies, operational policies, and to maintain a strong financial foundation for the agency.

Reports to: Bishop, Diocese of Lansing and the CSSW Board of Directors

Direct Supervisory Responsibilities: Direct supervision of the following positions: Chief Operating Officer, Vice President of Philanthropy & Community, and Director of Finance.

**Key Responsibilities**

- Work in collaboration with the staff and Board of Directors to provide strategic direction for the agency consistent with its mission.
- In collaboration with the Board of Directors and the Development Officer, direct the agency effort in establishing short-term and long-term development and fund-raising goals that support carrying out the CSSW mission and strategic direction.
- Represent the agency within the community to raise awareness of the organization with a variety of stakeholders including: donors, church representatives, parishes, community and civic organizations.
- Stays abreast of current professional standards of the field of social work and makes recommendations for changes in policies, procedures, and programs.
- Develops positive relationships with not-for profit community and governmental leaders to further advance the mission of CSSW.
- In collaboration with the Chief Financial Officer and Board of Directors, develop and execute a comprehensive funding plan for the agency, including government contracts, fundraising and grant writing for all CSSW programs; oversees preparation of monthly actual performance vs. budget for approval by the Board of Directors.
- Develops, administers, coordinates, and reviews policies and procedures for client service delivery, as well as for employees, in order to provide a well-coordinated social services agency.
- Reviews services of the Agency by establishing procedures for recording and compiling statistical data and other reports for the staff, Board of Directors, and diocesan administration.
- Develops and support the education of the next generation of social workers, locally with the University of Michigan, Eastern Michigan University and Washtenaw Community College, and internationally at universities in South Korea, Hong Kong and Australia.
- Determines the Agency staffing requirements for all programs and services and ensures that there is a qualified staff vs. workload balance.
- Evaluates employee performance of direct reports annually and ensures that performance reviews are conducted agency-wide. Approves wage and salary adjustments, hiring, terminations, transfers, leaves of absence, and other personnel-related activities.
- Serves as the designated agent of the Board of Directors of CSSW to comply with State licensing requirements and Federal governance grants compliance.

- Serves as a registered agent for the corporation, empowered to sign all contracts for the State of Michigan and other legal entities as it relates to services and funding as approved by the Board of Directors.

### The Qualified Candidate

Catholic Social Services of Washtenaw County seeks a collaboratively focused, proven executive. The successful candidate will have proven leadership experience with prior success in cultivating relationships with both donors/funders and community agency partners. The selected candidate will be goal oriented, collaborative, and a strategic thinker.

#### Specific requirements include:

##### **Education and Experience**

- Active, engaged and practicing member of the Roman Catholic faith community and committed to serving the Diocese of Lansing.
- Knowledge of Catholic and social health / welfare programs
- Degree in social work, related discipline or business administration
- 5+ yrs of experience leading, managing and directing a \$10+M multi-service, non-profit organization (or division) providing social / human services.
- Proven and progressive experience in obtaining and managing large government contracts & grants and adhering to the regulations that ensure ongoing funding support.
- Proven ability and experience in development and fund-raising from sources beyond government and foundation grants, in engaging and developing key constituents in support of institutional advancement, and experience in major gift solicitation.
- A demonstrated track record of influencing, collaborating and affecting change through others; great team player, leader and facilitator of team outcomes.
- Proven ability to challenge, motivate and partner with an executive leadership team to foster innovation and lead change in an atmosphere of mutual respect.
- Openly communicates ideas and invites / considers input from others
- Accessible and approachable, respecting and valuing individuality / diversity, building and fostering productive and constructive working relationships with all to ensure sustainable outcomes.
- Strong oral and written communication skills.

##### **Key Competencies for Success**

- An understanding and ability to work in a dual reporting environment, specifically the Catholic Social Services of Washtenaw Board and the Bishop, Diocese of Lansing.
- Strategic and tactical mindset / approach to leading the organization.
- Collaboration building; alliance building; non-bureaucratic.
- Inspires/motivates staff to carry out the mission.
- Earns credibility by listening, offering meaningful solutions, makes fact-based decisions, and focuses on delivering meaningful outcomes.
- Innovative, dynamic, engaging leader, accustomed to managing with a collaborative, fact-based and results-oriented approach.

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- Humble yet confident servant leader who seeks the betterment of the team at large versus themselves.
- Oriented to continuous improvement in delivering excellent customer service and customer outcomes.
- Growth & Change leader; earns trust, gets involved and “rolls up the sleeves” to get meaningful and sustainable results for all key constituents.
- Motivated by his/her impact on the organization rather than personal career advancement.
- A thought leader who is innovative and intellectually curious, and who can share & spread best practices to those around them.
- Open to feedback, continuous learning and committed to ongoing self-improvement.
- Focuses on execution and getting results
- Self-motivated
- Demonstrates the ability to reflect deeply and quantitatively about ministry/business as well as people / HR issues, prioritizing problems and presenting solutions while evaluating pros and cons.
- Resilient and persistent in achieving meaningful outcomes / getting things done

**Desired/Preferred Qualifications:**

- Advanced degree in Public Health, Business Administration, Social Work or a related field

This position offers a competitive salary with benefits. This position is based in Ann Arbor, Michigan.

**To Apply**

This search is being managed by Karen F. Andrews, SPHR, of The Andrews Group. To apply, candidates should submit their cover letter (including salary history and current requirements) and resume to [karen@karenandrewsgroup.com](mailto:karen@karenandrewsgroup.com) or apply on-line via this [LINK](#). All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability or veteran status.