



EXECUTIVE DIRECTOR



CENTRO TEPEYAC

Women's Center

PART-TIME POSITION (Approximately 25 hours per week)

The Executive Director (ED) is the chief operating officer of Centro Tepeyac (CT), responsible for organizational leadership, governance, counseling and other operations, staff management and relations, and financial management. In these roles, the ED should delegate responsibilities to staff and volunteers as appropriate with necessary follow-up. The ED is hired by and responsible to the Board of Directors, which works in cooperation with the ED to fulfill CT's mission. The ED is expected to demonstrate an example consistent with CT's Catholic identity, Statement of Principles, and Faith Statement.

Email resume and cover letter to apply to Mary Hamm at maryhamm12@gmail.com and Daniel Smyth at danieljsmyth@gmail.com

**Qualifications:**

- Practicing Roman Catholic who has deep love for the faith and who is faithful to the Magisterial teaching of the Church
- Candidate must have previous experience as a manager
- Preferred to have pro-life counseling experience
- Must have the ability to effectively solicit donations in an energetic, professional, and ethical manner
- Must have strong computer skills (Microsoft Office) and be detail oriented
- Ideal candidate will have at least five years of proven effectiveness as a manager and counselor
- Bilingual in Spanish a plus
- College degree

Duties:**Leadership**

- Serves as CT's spiritual and visionary leader
- Serves as CT's spokesperson for the community, churches, donors, media, etc.
- Upholds CT's policies and procedures

Governance

- Attends Board meetings and provides the Board relevant updates on the organization
- Provides reports on organizational operations and finances to board members in advance of board meetings
- Communicates and collaborates with the Board on all important organizational issues

Counseling

- Manages CT's counseling program, including daily operations on site and counseling done on the MetroStorks mobile clinic
- Possesses the ability to conduct counseling if required

Other Operations

- Develops programs and services to meet client needs, maximizing the use of CT's resources, personnel, and ministry
- Manages all of CT's programs, services, and other operations
- Manages and ensures the full and most-effective operation of the MetroStorks mobile clinic
- Oversees the procurement of all needed supplies and equipment for ministry operation

Staff Management and Relations

- Manages the hiring process for paid staff and makes all hiring decisions permitted by the budget
- Ensures all staff members and volunteers are properly trained in their areas of responsibility
- Manages all paid staff members and volunteers to most effectively achieve CT's mission
- Conducts annual performance evaluations of all paid staff members

Financial Management

- Works with Development Director to oversee all of CT's finances
- Collaborates with the Board Treasurer to formulate CT's annual budget
- Oversees the organization of an annual gala
- Other duties as required