

OPPORTUNITY PROFILE

Chief Executive Officer



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About Catholic Charities, Catholic Social Services, and Sign of Hope Society

“Serving and employing people of all faiths and cultures” – Catholic Social Services Website

Catholic Social Services (CSS) is a multi-function social service agency that serves people of all faiths and cultures throughout central and northeast Alberta. Founded in 1961, the agency has grown to deliver more than 100 programs. Through the diverse range of programs offered, the agency literally changes lives. For those seeking support, the organization has become a beacon of hope. The organization partners with the community to anticipate and develop new programs which address major societal issues. Catholic Social Services is working towards fulfilling their Vision of a future where all can live with dignity, hope, and a purpose. Commemorating 50 years as an organization in August 2011, the agency celebrated past accomplishments and, at the same time, looks forward to the future with hope and anticipation.

Fast Facts:

- CSS helps more than 60,000 people each year;
- CSS offers more than 100 programs;
- CSS provides services in communities throughout central and northeast Alberta with offices in Edmonton, Bonnyville, Cold Lake, Lloydminster, Red Deer, Wainwright and Wetaskiwin;
- CSS has more than 1,200 staff and 1,900 volunteers;
- The Sign of Hope is a source of funding for each of the programs operated by Catholic Social Services;
- The Sign of Hope campaign raises more than \$2 million each year;
- 91 cents from every dollar donated to Sign of Hope goes directly to help people in need.

Catholic Charities Society is the parent society and provides financial, human resources, administrative support, information technology, consultation, program planning, communications, and property management services to its two subsidiaries – Catholic Social Services and Sign of Hope Society.

Catholic Social Services

Mission

“To enhance human well being in a spirit of compassion, justice, freedom, and solidarity.”

Serving and employing people of all faiths and cultures, Catholic Social Services' roots, traditions and continuing practices are based on the Catholic social teachings of social justice, human dignity, and the common good.

Throughout its history, the Agency has maintained the fervour of its Founder, Monsignor William Irwin, to identify and respond to community needs.

Catholic Social Services is able to provide people from all walks of life and religions the help they need to not only make it through the tough times, but take control of their future and make the most of their lives.

More than 1,200 women and men work for Catholic Social Services with a common zeal to protect the innocent, empower the weak and to value the inherent worth of each and every person we serve regardless of faith, culture, creed, sexual orientation or financial status.

Sign of Hope Society




The ***Sign of Hope*** campaign is guided and supported by a team of community leaders who generously volunteer their time, talents and resources.

“Turning hope into help” - from *Sign of Hope Webpage*

The Sign of Hope Society is a non-profit organization responsible for the fundraising and community relations endeavours of Catholic Charities and Catholic Social Services. The Sign of Hope Society is governed by a Board of Directors comprised of community leaders.

Every year, the society holds a fundraising campaign in communities throughout central and northeast Alberta (as defined by the boundaries of the Catholic Archdiocese of Edmonton). Through the generosity of thousands of individuals, business owners, corporations, and social organizations approximately \$2 million is raised on an annual basis. These funds are critical to the success of programs and services provided to help people in their time of need.

Support from Sign of Hope changes the lives of:

-  People living with HIV/AIDS
-  Seniors experiencing abuse or neglect
-  Persons with developmental disabilities

- ✚ Families in crisis
- ✚ Immigrants and refugees
- ✚ Street Youth

THE OPPORTUNITY

Leading this large, complex and multi-faceted entity is the Chief Executive Officer (CEO). The CEO is accountable to the Boards of Directors of **Catholic Charities**, **Catholic Social Services**, and **Sign of Hope Society** and to the **Archbishop**, through the Archbishop's Representative. The CEO will work closely with the Chairs of each respective Board.

OVERALL RESPONSIBILITY

To ensure the effective and efficient operation of Catholic Charities, Catholic Social Services and Sign of Hope Society (respectively referred to the “Agency” and collectively considered as the “Organization”) according to the Organization's stated philosophy, mission, values and strategic plans.

RESPONSIBILITIES

- ✚ Plan, develop, co-ordinate and monitor social service programs offered by the different agencies in accordance with the Organization's philosophy and concerns of the Catholic Church in promoting human wellbeing in a spirit of compassion, justice, freedom and solidarity.
- ✚ Serve as the executive and administrative head of the Organization; ensure the overall operation of Catholic Charities, Catholic Social Services and Sign of Hope Society is in compliance with best practices and professional standards.
- ✚ Review and ensure the Organization is in a strong financial and professional position to offer Mission driven services to the communities served.
- ✚ Promote and support partnership with different levels of Government and other local, provincial, national and international organizations in the field.
- ✚ Ensures the respective Boards are provided with the necessary information to make appropriate and timely decisions. Apprise the appropriate Boards of any emerging issues, internal and external to the respective Agencies, and that may have significant risk implications.
- ✚ Ensure the Organization's policies and procedures are appropriate and aligned with the goals and objectives of the Organization.
- ✚ Serve as Ex-officio member of all committees of the respective Boards of Directors.
- ✚ Represent the Organization professionally in the community.

- ✚ Serve as a liaison between the Organization and the Roman Catholic Archdiocese of Edmonton/other dioceses.
- ✚ Other duties deemed necessary by the Archbishop's Representative and the respective Boards of Directors.

CANDIDATE REQUIREMENTS

- ✚ Commitment to the mission, vision and values of the Organization along with a demonstrated understanding of Catholic traditions, philosophies and principles.
- ✚ Extensive related work experience in a senior management capacity, within a complex and multi-faceted organization.
- ✚ Proven track record of working successfully with a Board of Directors.
- ✚ Experience working effectively with elected officials, executives of different levels of government, voluntary organizations, associations, and agencies.
- ✚ Experience with change management.
- ✚ Experience in identifying, creating, nurturing, and developing relevant external partnerships.
- ✚ Experience with media, public, and government relations.
- ✚ Business acumen combined with a strong social/community service orientation.
- ✚ Ability to support a culture that reflects Catholic values and motivates and engages co-workers to focus on communication, care, innovation, and service.
- ✚ Ability to recognize and analyze significant emerging social issues and trends, to identify strategies to address appropriately.
- ✚ Ability to maximize service performance while also mitigating risks.
- ✚ Familiarity with social/community service principles that ensure a high quality internal and external environment.
- ✚ Postgraduate degree in business, management or leadership, preferably with a focus on social work or human services. Other combinations of education and credentials will also be considered. A doctorate degree is considered an asset.

KNOWLEDGE, SKILLS & ABILITIES

Leadership Skills: Has strong leadership and management skills; is able to lead through change and adapt to change; is able to contribute to the strategic planning process; is a team leader and a team player; leads by example; shares and articulates a vision; works effectively in a collaborative environment and has successfully encouraged and fostered the same operating style in others.

Communication Skills: Possesses excellent verbal and written communication skills; presents ideas in a clear and concise manner. Is an active listener and considers all opinions before moving forward.

Interpersonal Skills: Is able to deal effectively with a diverse group of individuals including the Archbishop, the Directors of the respective Boards, Government and Community Executives, and staff (executive, management, and front line); has the ability to develop and cultivate strong relationships with a variety of stakeholders.

Organizational Skills: Has strong organization and process skills; meets deadlines; is able to prioritize a diverse workload. Has well developed project management skills – has the ability to plan, manage, facilitate and participate in a number of projects at once.

Decision-Making: Is able to assess situations objectively and make sound decisions; is adept at problem solving; is decisive and accountable.

Customer Service Orientation: Is focused on delivering customer service excellence.

Results Oriented: Is proactive and responsive; approaches responsibilities with a high degree of energy and passion; is creative and innovative.

Management Expertise: Is able to demonstrate an in-depth understanding of finance, marketing and communication, human resources, and information technology.

Professional: Has a high degree of integrity both personal and professional; is honest, sincere, dependable, trustworthy and ethical. Is comfortable participating in Catholic traditions and practices.

COMPENSATION

The Chief Executive Officer will be paid a competitive salary. A standard benefit package is available. Specifics will be discussed in a personal interview.

FOR FURTHER INFORMATION, PLEASE CONTACT

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Websites:

Catholic Charities, Catholic Social Services,

Sign of Hope Society: www.catholicsocialservices.ab.ca

Davies Park: www.daviespark.com

The City of Edmonton

Edmonton is the capital of Alberta and is Canada's fifth largest city. With a metropolitan population of over 1,000,000, this cosmopolitan city enjoys a vibrant economy with a high quality of life. Edmonton has a strong local arts community with a symphony orchestra, art galleries, the Royal Alberta Museum, an opera company, ballet and dance companies, and several theatres offering everything from classic to contemporary work. There are venues for jazz, rock and folk music, and the Winspear Centre concert hall is seen as one of the best concert facilities in the world.

One of Canada's most ethnically diverse cities, Edmonton is well known for its vibrant cultural life, outstanding river valley park system and diverse business community. It is recognized as one of the five "Smart" cities in Canada and is home to the University of Alberta, Canada's third largest post secondary institution by gross revenue. The Conference Board of Canada has recognized Edmonton as the most economically diverse city in Canada. All three orders of government are significant employers in Edmonton, as is the military. Edmonton plays a key role as a service centre for the oil industry in Northern Alberta. Businesses and manufacturers also support agriculture and forestry while retail/wholesale trade, construction, manufacturing and tourism are also important contributors to the economy. Edmonton is a centre for the development of powerful new high-technology businesses.

The North Saskatchewan River Valley is the largest contiguous area of natural urban parkland in North America, encompassing more than 7,400 hectares (18,280 acres) of land. This is 21 times larger than Manhattan's Central Park (843 acres). To help enjoy the River Valley recreation area, Edmonton boasts more than 2,200 hours of sunshine per year, amongst the most in Canada.

Edmonton is well known for its festivals – more than 40 festivals take place throughout the year. This includes the world-renowned Fringe Theatre Festival, one of the largest theatre events in North America, the Edmonton Folk Music Festival and Capital Ex. Small festivals join in to celebrate everything from modern dance to visual arts to street performers and rodeo. For this reason, Edmonton is called Festival City. All through the year, there are activities galore and events to attend in Edmonton!

To learn more about moving to Edmonton please visit: www.movetoedmonton.com

The Province of Alberta

Alberta's terrain ranges from prairie to badlands to mountains. Banff and Jasper National Parks are within its borders, as well as several other lesser-known parks such as Kananaskis, Elk Island, and Dinosaur Provincial Park. It is sometimes referred to as "sunny Alberta" because it has the most hours of sunlight of any Canadian province.

Alberta is home to five of Canada's 13 United Nations World Heritage Sites, areas designated by UNESCO as offering exceptional universal value to humanity. They are: Dinosaur Provincial Park (fossil beds), Head-Smashed-In Buffalo Jump (aboriginal culture), Wood Buffalo National Park (wildlife), The Canadian Rocky Mountain Parks (natural splendor), Waterton Glacier International Peace Park (natural and cultural significance). There are over 530 parks and protected areas in the province that provide a broad range of recreation and tourism opportunities, from highly developed campgrounds and beach areas to remote backcountry areas.

To learn more about moving to Alberta please visit: www.gov.ab.ca