

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Social Services / Catholic Charities

POSITION: Director of Social Ministry

CATEGORY: Full-Time Exempt

SUPERVISOR: Chancellor

JOB SUMMARY:

The Director of Social Ministry will be responsible for oversight, coordination, and implementation of the social mission of the Church in the Diocese of Sacramento. The Director will be the Bishop's primary representative and liaison with Catholic Charities agencies, advocacy and community organizations, and other partner organizations carrying out the mission of the Church. In addition, the Diocesan Director will promote increased engagement of Catholics in these various ministries and work with agency directors to create opportunities for collaboration and service.

ESSENTIAL FUNCTIONS:

- Represent the Bishop/Diocese with Catholic Charities of California, Catholic Charities USA, the California Catholic Conference, and Social Action Directors of California
- Serve as Liaison for Bishop with Catholic Charities Agencies
 - Build good relationships with directors, board members, and key staff members of local Catholic Charities agencies.
 - Assure that the Bishop has a key role in the hiring of new executive director for these agencies.
 - Attend and/or monitor board meetings of the network of Catholic Charities agencies.
 - Facilitate appointment of new board members by the Bishop in these agencies by assuring candidates are appropriate and are properly vetted.
 - Attend important events and fundraisers for agencies when possible.
 - Provide support to directors in understanding Catholic social teaching and Catholic identity issues.
- Serve as Liaison for Bishop with Catholic related agencies not a part of Catholic Charities
 - Build effective relationships with directors (and boards when possible) of our Charity Partners and seek ways to support and encourage the work they are doing.
 - Seek to build collaboration between these agencies, the diocese, and the Catholic Charities agencies.
 - Connect bishop with these partners when appropriate for fundraisers or important events.
 - Trouble shoot when difficult issues arise within these organizations.
 - Organize quarterly meetings of Charity Partners with Catholic Charities agency directors to build relationships and mutual support.
- Serve as the Diocesan Director for the Catholic Campaign for Human Development (CCHD)
 - Build good relationships with local organizing directors and various networks.
 - Assist organizations with applications for CCHD funding
 - Complete on-site evaluations of the groups requesting funding and make recommendations to the bishop as to which groups should receive funding.
 - Strategize with directors and staffs of local organizations about how these groups interface with parishes as in the DISN, Restorative Justice, and poverty reduction.

- Work closely with Development office in publicizing the work of CCHD at the time of the annual collection (third Sunday in November).
- Serve as the bishop's representative for Catholic Relief Services (CRS)
 - Work with development office on CRS Collection (Latare Sunday) and the Rice Bowl Collection (during Lent).
 - Work with parish leaders seeking to respond to needs of brothers and sisters in other parts of the world.
 - Develop diocesan leadership team focused on international issues.
- Advocacy Efforts
 - Coordinate/Train/Support the Deacon Legislative Advocacy Team to make at least three legislative visits to state representatives per year.
 - Collaborate with the Office of Family & Respect Life Ministry to engage Parish Respect Life Ministers on prolife legislative campaigns.
 - Support the growth and development of the Catholic Legislative Network.
 - Assist the Bishop in establishing constructive relationships with local, state and federal elected officials who represent people in diocese of Sacramento counties.
- Oversee and support Jail / Prison Ministry, the "Exodus Project" re-entry Program and all efforts related to restorative justice ministry.
- Serve as Liaison for Bishop on the newly formed Intercultural Committee on Access, Integration, and Mission (ICAIM) for the Diocese of Sacramento
 - Work with ICAIM Chair to coordinate meetings, set agendas, collaborate with outside Diocesan departments and assist with the Committee recruitment process
- Social Ministry Support for Parishes
 - Direct efforts to develop long-range planning for how to develop a more effective social justice/social ministry effort in the diocese.
 - Work closely with agency directors and board chairs to put together an appropriate team to do this strategic planning.
 - Develop a plan for how parish leaders will be recruited, trained and supported in development of effective social ministry committees in the parishes.
 - Present said plan to bishop and admin team for approval and financial support.
- Staff the Ecumenical & Interreligious Commission of the Diocese of Sacramento
 - Work with the Ecumenical & Interreligious Commission Chair to coordinate meetings, set agendas, collaborate with outside Diocesan departments and assist with the Committee recruitment process
- Perform other duties as requested.

MINIMUM QUALIFICATIONS: Education: 4-year college degree from accredited college or university.

Experience: 10 years of service to the Catholic Church or equivalent in various advocacy and social service ministries.

Skills / Knowledge: Practicing Catholic with knowledge of Catholic Social Teaching; knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento in particular; ability to build and maintain collaborative relationships; proven leadership with vision, strategy and execution; knowledge and respect for community organizing and various organizing networks; experience with development processes of the Annual Catholic Appeal and knowledge of local philanthropy related to the social mission of the Church; basic understanding of budgets, balance sheets, financial statements, audits and other

documents relating to the operation of a major Catholic Charities agency; strong public relations, writing, and communication skills including comfort with media interface; able to work in a team-oriented environment, handle multiple assignments consecutively and prioritize workload. Able to work independently with little supervision. Proficient in Microsoft Office products. Bilingual (Spanish) preferred but not required.

Employee Signature

Date

Supervisor Signature

Date