

Job Description for Executive Director
The Evansville District of the Society of St. Vincent DePaul

Position: Executive Director, Evansville District, Society of St. Vincent DePaul which is an affiliate of a National and International Organization.

Reports to: President, Evansville District Council and (indirectly) to the Board of Directors

Position Type: Salaried and full time with some health benefits.

Summary of Primary Duties and Responsibilities:

The Executive Director will serve as the Society spokesperson to civic, service and religious organizations to promote and enhance the public image of the Society of St. Vincent DePaul. The Executive Director will embrace the mission of the Society of St. Vincent DePaul in compliance with the Society's Rule, Statute and Manual, and will exhibit the principles of the Society in daily activities. Our mission is to lead women and men to join together to grow spiritually by offering person-to-person service to those who are needy and suffering in the tradition of its founder, Blessed Frederic Ozanam, and patron, St. Vincent DePaul. The position is a key position requiring full time commitment, loyalty to the organization and professional skills. The Executive Director will demonstrate leadership through a professional image, exemplary conduct and good judgment.

The Executive Director reports directly to the President of the Evansville District Council and indirectly to the Board. Accordingly, the Executive Director will confer and consult with the Evansville District Council President on a regular basis and provide written reports to the Executive Board by the end of each month unless the Board deems it necessary to provide interim reports. The Executive Director's reports will be presented at the monthly District Council meetings unless any portions of the reports are considered confidential in nature by the Board.

Specific Responsibilities:

-Consult with the District Officers to develop and implement short-term and long-term goals and objectives and systemic change projects and programs.

Job Description for Executive Director
The Evansville District of the Society of St. Vincent DePaul

- Promote the mission of the St. Vincent DePaul Society among the youth in the Diocese, such as the High Schools, Newman Centers and Church Youth Groups.
- Identify and obtain sources of funding to enhance and expand the services of the Society. This may include writing and managing grant proposals for the District Council, developing a planned giving program, initiating a capital campaign, and ensuring appropriate donor recognition for these contributions.
- Will develop and administer recurring or annual Society funding events such as Food and Thrift Store drives and The Friends of the Poor Walk.
- Will review conference operation to provide better assistance to the poor and needy in the Evansville area.
- Develop relationships and network with resources that support the Society's mission.
- Facilitate communication among the Society, the District Council, its board and officers, affiliated districts, conferences, committees, as well as the special works of the Thrift Store and Food Pantry, through attendance at meetings, distribution of newsletters, correspondence and other materials, both written and oral.
- Identify and recommend to the Board qualified individuals to serve on the Board of Directors of the Thrift Store and the Food Pantry
- Manage media contacts and coordinate web site improvements with the web page developer.

Qualifications:

- College Degree or equivalent ministry or business experience.
- Excellent leadership, organizational and planning skills.
- Excellent interpersonal, listening, oral and written communication, public speaking and presentation skills.

Job Description for Executive Director
The Evansville District of the Society of St. Vincent DePaul

- Willingness and desire to learn about the organization of the Society and its spirit.
- Computer and digital communication skills, preferably with Microsoft office and fund raising and donor management software programs.
- Must exhibit self-motivation and time management skills