**CATHOLIC CONFERENCE OF OHIO**

**POSITION DESCRIPTION**

Position Title: Executive Director

Job Summary: The executive director implements policy decisions of the Board of Directors and provides leadership, management and coordination for all activities and operations of the Conference, as authorized by the Board. The position includes representing the Conference in the public arena and overseeing the Conference’s advocacy before the General Assembly and agencies of government. The executive director is responsible for hiring and supervising Conference staff and developing and monitoring the Conference’s budget. The executive director administers the Board’s initiatives and facilitates interdiocesan programs and activities of certain diocesan offices that meet under the Conference’s auspices. The executive director reports to the Board of Directors and serves as the Board’s executive secretary.

Essential Responsibilities:

* Oversees Conference operations, activities and programs
* Researches, prepares, and submits matters requiring policy decisions to the Board of Directors
* In collaboration with the associate directors for social concerns and education, reviews and monitors legislation and advises the Board on public policy matters affecting the Church and of concern to the Church in the State of Ohio
* Serves as executive secretary to the Board
* Hires, supervises, and conducts annual reviews of Conference staff
* Engages the Conference’s legal counsel, as appropriate
* Develops and monitors the Conference budget and oversees compliance with the requirements of the annual outside audit of the Conference’s financial records
* Represents the Conference in the Catholic community and in the general community
* Directs communication between the Conference and the Catholic community and between the Conference and the general community
* Responds to the media regarding issues on which the Church or the Board has a stated position.
* Responds to questions and concerns regarding public policy (including the applicability and implementation of state laws and rules) raised by the dioceses or Conference departments
* Maintains professional relationships with appropriate groups at local, state, and national levels. These include:
* United States Conference of Catholic Bishops (USCCB)
* National Association of State Conference Directors
* Other faith-based and/or community groups promoting the same issue(s) as the CCO;
* State departments and agencies
* Serves as a registered lobbyist with the State of Ohio and represents the Conference before the General Assembly and other agencies of state government
* Directs statewide conferences and administers special projects sponsored by the Board or Conference departments
* Performs other duties as assigned by the Board

Other Job Responsibilities:

* With the director of social concerns, convenes directors of public policy of Catholic health systems with hospitals in Ohio.
* Networks, as appropriate, with Catholic health-related groups including the National Catholic Bioethics Center and CHA
* Serves as the liaison with state government for implementing Ohio’s programs of tax-supported assistance for Catholic school students/ and families

Job Qualifications:

* Understanding of the Catholic Church and commitment to its teachings; willingness to contribute to the mission of the Catholic Conference as an interdiocesan agency serving the Catholic dioceses in Ohio
* Understanding of Catholic social teaching, the Church’s educational ministry and structures, and the *Ethical and Religious Directives for Catholic Health Care Services*
* Knowledge of state and federal laws, administrative rules, and governmental programs impacting Catholic schools, students, staff, and families
* Ability to function as a registered lobbyist in the State of Ohio and to advocate on behalf of the Church before the General Assembly and agencies of state government
* Ability and willingness to work both independently and collaboratively and to interact with individuals and groups
* Strong interpersonal and organizational skills
* Strong skills in oral and written communication and understanding of social media as a communications tool

[*Rev. 03/29/21*]