

Catholic Prison Ministries Coalition Executive Director Job Description

Mission Statement

Grounded in the Gospel mandate and Catholic Social Teaching, the Catholic Prison Ministries Coalition (CPMC) promotes ministry to all people affected by incarceration. Our goal is to recruit, train, support and empower those called to this ministry. We strive to create a more just and merciful criminal justice system that upholds the dignity of every human person and advances restorative practices.

The CPMC Executive Director will have a unique opportunity to grow a new entity to fill a large ministerial need of accompanying people who have been affected by incarceration and detention. This position will require vision, organization, ministerial and management experience.

The CPMC Executive Director is responsible for the overarching mission and goals of Catholic Prison Ministries Coalition. The CPMC Executive Director will identify and recommend the hiring of staff, signing off on office operations, directing fundraising activities, and program direction and missional advocacy. He/She is responsible for the oversight of all the functions of the Catholic Prison Ministries Coalition's organizational activities: program direction, staff supervision, fundraising, education & advocacy initiatives. The CPMC Executive Director works to foster a work environment that engenders positive energy, creativity, teamwork as well as excellence, productivity and professionalism. The CPMC Executive Director reports to the CPMC Board of Directors and works collaboratively with the CPMC Executive Committee of which he/she is an ex-officio member.

Specifically, the CPMC Executive Director:

Administration - (50%)

- Animates the shared vision for CPMC, the ongoing implementation of the strategic plan and organizational strategy
 - Consults with CPMC Board to develop necessary policies, procedures, and structures to sustain CPMC operationally
 - Makes organizational decisions after consultation with the CPMC Board and/or Executive Committee
 - Works closely with the CPMC Board and CPMC Executive Committee to achieve CPMC's mission.
 - Bishop's Advisory Committee - Informs quarterly, holds annual meeting for input
- Leverages relationships and experience to identify sources of funding, secure funds, manage grants, and any other donor relations.
 - Implements CPMC's development and fundraising strategies which includes grant writing.
 - Cultivates relationships with identified donors
 - Oversees financial management of CPMC and works with CPMC Accountant.

- Guides organizational strategy, programmatic development & implementation, and budgeting process and alignment to ensure CPMC achieves its mission and solvency
- Is accountable for the fulfillment of all grant requirements, both financial and programs, including all reports for and communication with funders.
- Supervises CPMC's all staff, either payroll or contracted.

Program Oversight (25%)

- Envisions collaboratively with staff and delegates implementation of CPMC's educational workshops and events
- Provides ongoing guidance for the ministerial direction of the website, resources, and formation materials
- Serves as the primary liaison with all National Partners and the Steering and Formation Committees.

Public Advocacy & Communication (25%)

- Serves as a key CPMC public spokesperson
- Advocates in the civic and Church arena for ministry to those affected by incarceration/detention
- Monitors the website and CPMC communications plan
- Serves as primary liaison with USCCB and the Bishops Advisory Committee on CPMC's mission
- Serves as liaison to other partner organizations and builds connections/relationships with other church organizations who support CPMC's mission.

Qualifications:

The Executive Director position requires the following:

- A Master's Degree preferred in an appropriate field related to work (theology, criminal justice, non-profit management, etc...)
- Significant knowledge and experience of criminal justice issues and principles of restorative justice
- Ministerial experience within the prison/detention system or directly with affected population preferred
- Excellent written, verbal, and presentation communication skills
- At least five to ten years of experience in nonprofit management/ ministry including but not limited to the following:
 - Successful track-record in faith-based non-profit and social justice environment (i.e. keeping organization solvent through resource development, growing & mission-driven; experience leading & developing staff; strategic planning experience)
 - Experience in fundraising to keeping an organization sustainable and growing
 - Experience with networking and advocacy strategies
 - Group facilitation experience, program, and marketing
 - Familiar with accounting and financial management practices

- or comparable experience
- Thorough knowledge of the Catholic Church structures and Church teaching

CPMC is in its start-up phase as an organization.

Please direct any questions or if interested, send a cover letter and resume to:

Karen Clifton - kclifton@catholicprisonministries.org

or

Catholic Prison Ministries Coalition
1703 Woodlawn Blvd
Austin, Tx 78703

Applications will be acknowledged upon receipt, applications will be reviewed on June 3, 2024, and interviews scheduled in mid June.