



**Catholic Social Services of Montana**  
**PO Box 907 Helena, MT 59624**  
**1301 11<sup>th</sup> Ave Helena, MT 59601**  
**406-442-4130**

**Job Title:** Executive Director

**Agency:** Catholic Social Services of Montana (CSSM)

**Reports To:** CSSM Board of Directors/Bishops/  
Director of the Center for Catholic Life

**FLSA Status:** Exempt

**Prepared by:** Twila Costigan, LCSW

**Prepared Date:**

**Approved By:** Bishops Vetter/Warfel

**Approved Date:**

**Mission Statement:** Based on our commitment to Catholic social teaching, Catholic Social Services of Montana provides for works of advocacy, compassion pastoral outreach, education, and social justice.

**Purpose:** The Executive Director of Catholic Social Services of Montana (CSSM) is responsible to provide leadership, oversight, and direction to CSSM through the development, implementation, supervision and evaluation of programs and services in accordance with the philosophy and goals of this Catholic based non-profit. The Director shall have demonstrated knowledge of and experience in the provision of child welfare services, including at least five years of administrative and supervisory experience. CSSM is a licensed adoption agency providing adoptive services throughout Montana. The Executive Director is responsible to investigate, assess, develop, and maintain plans for marketing, fundraising and expansion of services across the state beyond current adoption services.

#### **Essential Duties & Responsibilities:**

- **Supervision:** The Director is responsible for the administration and management of the agency, including the supervision of the placement services provided to children. The director supervises social work and program staff of CSSM throughout the state. S/He is responsible for hiring/firing, developing, and maintaining up-to-date job descriptions and performance evaluations. Work is assigned by the director and monitored for quality, consistency, and accuracy. The Director is responsible for creating a work environment that reflects Christian compassion, Gospel values, and Catholic social teachings.
- **Financial:** Constructs and submits the budget to the Board of Directors for approval. Monitors and approves daily expenditures according to the approved budget to assure good stewardship. The Director is responsible for keeping the Board of Directors informed of any projections of a shortfall in the revenue to cover the expenses of the agency. Coordinates with the Diocese of Helena Business Office to provide accounting services to the agency. Assembles data for the annual audit and presents the completed audit to the Board of Directors at the spring or fall meetings depending on when the audit is completed
- **Negotiating Contracts:** Negotiates and signs contracts to support CSSM services and negotiates the rate of reimbursement for services provided by CSSM.
- **Development and Fund Raising:** Development and oversight of fund-raising activities through events, Christmas appeals, and other fundraising activities.
- **Public Relations:** The Director is expected to present CSSM to the people of Montana. This is accomplished through a variety of methods including public presentations, testifying ad legislative hearings, strengthening relationships with parishes, planning and attending events, producing a newsletter and assuring that staff accept the opportunities to present the mission and services of the agency. Assures information about the services provided by CSSM are communicated to the Bishops and made available for parishes.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The Executive Director must acquire certification for the following job duties within one month of hire:

- Virtus
- CRISS
- SAFE Supervisor

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:***Minimum Requirements:*

- A practicing Roman Catholic in good standing.
- The Executive Director must have a masters degree in a behavioral or social science, with an emphasis in child development or family relations; and at least two years' experience of full time or equivalent part time employment in social work with demonstrated experience in child placement. Five years of experience and LCSW preferred.
- Must be able to work cooperatively and comfortably with all CSSM employees as well as the Board, Diocese of Helena and Diocese of Great Falls/Billings staff, parish staff in both Diocese, donors, adoptive and birth parents, event planners, and baby boutique/diaper bank clients.
- Good listener/excellent communication skills, both on the phone and in person.
- Experience using computers, databases, and online applications.
- Must be proficient in Microsoft 365 (including SharePoint), Excel, PowerPoint, Word, and Publisher.
- Excellent organizational skills with ability to appropriately prioritize work responsibilities
- Must be self-initiating and possess good organizational and communication skills.
- Must possess a current and valid Montana driver's license.
- *Must submit to a background check, take Protecting God's Children Training and maintain VIRTUS on-line training bulletins.*

This position is located in Helena, MT with a pay range from 55 to 65K depending on experience. Please submit your resume to [HR@diocesehelena.org](mailto:HR@diocesehelena.org).