

Chief Operating Officer
Diocese of Nashville
Nashville, Tennessee
Start Date: November 2024



**DIOCESE OF
NASHVILLE**

Overview

The Diocese of Nashville is a thriving and growing community encompassing over 100,000 Catholics in 56 parishes and 21 schools across 38 counties of Middle Tennessee. This position reports directly to the Bishop of Nashville, the Most Reverend J. Mark Spalding, who has led the diocese since 2018. In that time, Bishop Spalding has overseen the establishment of three new parishes (including the largest Hispanic parish in the state of Tennessee), a new elementary school, two new middle schools, and completed a successful \$51 Million capital campaign which will enrich the church for generations to come. In addition to these accomplishments, the diocese is excited to have over 30 seminarians in various stages of discernment. Bishop Spalding seeks a trusted Chief of Staff and strategic visionary who is mission-driven, goal-oriented, and a dynamic Catholic operations leader to assist in directing the diocese to achieve its mission: *Living and Proclaiming the Good News of Jesus Christ, Welcoming All!*

Summary

The position of Chief Operating Officer (COO) is designed to strengthen and streamline diocesan operations. Reporting to the Bishop, the COO is responsible for implementing the Bishop's vision and direction for the Mission Support Office, the Chancery, and various Corporations that support the overall work and mission of the diocese. The COO is empowered to facilitate management alignment and resource allocation to move the diocese forward strategically. The COO will utilize both professional expertise and personal commitment in running the administrative and operational duties of the Mission Support Office and in further supporting the diocesan community. The COO is intimately involved in multiple strategic, programmatic, financial, and administrative responsibilities with the goal of effecting continual improvement and growth. This role is responsible for developing improved operational systems across the diocese and ensuring that the delivery of services has best-of-class practices in the areas of business systems, human resources, development, and finance.

Essential Duties and Responsibilities

- Entrusted with the duties of the Moderator of the Curia as articulated in the *Code of Canon Law* and delegated by the Bishop: under the authority of the Bishop, to coordinate those things which pertain to the treatment of administrative affairs and to ensure that the other members of the diocesan curia properly fulfill the offices entrusted to them.
- Set goals, oversee, and hold accountable the areas of finance, mission integration, operations, and development, and be responsible for the efficient and effective management of their budgets.

- Collaborate with Vicars General, Judicial Vicar, and Episcopal Vicars in the governance of the diocesan curia, under the direction and oversight of the Bishop
- Create mission alignment and operational efficiency within the diocesan curia, to enact the bishop's fundamental priority of assisting pastors and parishes to prosper.
- Serve as a corporate member of the non-parochial Catholic entities subject to the authority of the bishop, along with the Vicars General and the Bishop. As such, provide oversight to all corporations within the Diocese for policy and budgets, and serve as the Bishop's delegate for all diocesan Boards where the Bishop is unable to attend.
- Strengthen relationships with key diocese partners and stakeholders, including local and state government, the community, parishes, and corporate sectors.
- Manage, through the Chief Financial Officer, areas related to accounting, IT, risk management, facilities, and cemetery operations.
- Manage, through the Chief Mission Integration Officer, areas related to human resources, safe environment, archives, communications, and public relations.
- Manage, through the Chief Development Officer, areas related to the bishop's annual appeal, capital campaigns, special events, and donor relations.
- Oversee the internal auditor function, in conjunction with the Chief Financial Officer
- Provide information and advice to the Bishop regarding the business services of the diocese and the implementation status of agreed management decisions.
- Oversee and be involved in statements and correspondence on situations requiring the utmost pastoral sensitivity.
- Manage and coordinate the business services functions, ensuring that team activities are planned and prioritized according to diocese policies and funding accountabilities.
- Preparing and presenting reports to various audiences.
- Oversee the management of diocesan financial services in compliance with legislation, funding agreements and in accordance with US Tax and Common Laws.
- Liaise with funding bodies and other agencies as required.
- Collaboration with Chief Financial Officer for the oversight of the external annual independent audit of financial records.
- Provide advice and support to the parishes to assist in properly managing business services.
- Identify continuous quality improvement opportunities within the business services area; participate in the development of quality improvement procedures and contribute to internal and external program reviews as required.

- Create and implement a broad and compelling vision and sustainable business plan for the finance, human resources, communication, and development areas consistent with diocesan objectives, and assessing their effectiveness.
- Provide continuous evaluation of short and long-term strategic financial objectives.
- Provide diocesan leadership with advice on the financial implications of planned business activities, the costs of strategic priorities, and options for funding strategies.
- Carry out other specific duties as requested and assigned by the Bishop of Nashville.

Skills and Competencies

- Self-Reliance
- Problem Solving
- Adaptability
- Empathy
- Gratitude
- Persistence
- Realistic Outlook
- Fortitude
- Proven analytical skills
- Effective executive-level management skills
- Highly effective communication skills
- Creative and effective problem-solving skills
- High level of strategic planning abilities
- Network building
- Collaboration driven
- Drives Engagement
- Strong financial acumen

Education and Experience

- An active and engaged member of the Roman Catholic Church capable of being appointed to a canonical office, with an intimate knowledge of, experience, respect for, and adherence to the precepts, teachings, and operational practices of the Catholic Church. In addition to being a practicing Catholic, must be committed to serving the mission of the Diocese of Nashville and executing the vision and goals of the Bishop.
- Knowledge of Catholic organizations and goals.
- 5+yrs of experience leading, managing, and directing a \$20+M multi-service corporation (either for profit or non-profit).
- 10+ years of proven executive leadership role in a substantial, complex matrix organization (e.g., CEO, CFO, CMO, COO).
- A business-related bachelor's degree is required, with preference for advanced degree or financial accreditation such as an MBA, MSCM, CPA or completion of a graduate program in Executive Leadership.

- A long and demonstrated track record of influencing, collaborating, and effecting positive changes through others.
- A great team player, visionary leader, and facilitator of goal-oriented team outcomes.

Supervisory Responsibilities

- Chief Financial Officer
- Chief Mission Integration Officer
- Chief Development Officer
- Executive Assistant