

*Diocese of Nashville*

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Catholic  
Charities

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LOVE + HOPE  
HEALING

President and Chief Executive Officer  
Nashville, Tennessee

## Overview

Catholic Charities, Diocese of Nashville seeks a dynamic, mission-driven Executive to lead one of Middle Tennessee's most impactful organizations. Serving the 38 counties within the Diocese of Nashville, Catholic Charities has worked to uphold the dignity of all people and to serve those most in need since 1962.



## Summary

The President and Chief Executive Officer is responsible for providing visionary leadership, ensuring financial stewardship, and advancing the agency's mission through strategic planning, program oversight, community engagement, and resource development. The ideal candidate is a practicing Roman Catholic in good standing, with a strong background in nonprofit leadership, social work, or business administration. This role requires exceptional skills in governance, fundraising, fiscal management, and public advocacy, along with a deep commitment to Catholic Social Teaching.

# Essential Duties and Responsibilities

## Leadership & Strategic Management

- Encourage a mission-driven culture that prioritizes innovation, leadership, accountability, and responsiveness to emerging social issues and community needs that align with the mission and values of Catholic Charities collaboratively with Catholic Charities leadership.
- Manage the policies of the corporation in accordance with its articles, bylaws, and the teachings of the Roman Catholic Church. Implement the strategic plan alongside the Leadership Team and provide regular progress reports to the Board of Trustees and the Bishop.

## Fiscal Responsibility

- Direct, control, monitor, and evaluate the agency's financial performance and position. Execute contracts, leases, and agreements with government agencies, funders, and business partners as authorized by the Board of Trustees and the Bishop.
- Provide strategic fiscal oversight in partnership with the Deputy Director of Finance, including reviewing and approving budgets, monitoring financial performance, and guiding long-term financial planning to ensure sustainability and support mission growth.

## Program Development, Oversight & Operations

- Direct and manage centralized support services—Finance, Development, Communications, and Human Resources—to ensure the effectiveness and alignment of all agency ministries with the mission of Catholic Charities.
- Oversee the development, implementation, and evaluation of data-informed and outcomes-driven programs that respond to evolving community needs.

## Fund Development & Stewardship

- Strengthen financial sustainability through relationship-building with major donors, foundations, and corporate partners. Oversee fundraising strategies, donor stewardship efforts, and transparent impactful communication to build long-term engagement and support.

## Community Engagement & Advocacy

- Represent Catholic Charities as a leader in the broader community, faith-based circles, and public/private sectors. Build strategic alliances with parishes, other diocesan entities, the government, nonprofits, and advocacy coalitions to advance the agency's mission.
- Promote Catholic Social Teaching and respect for human dignity at the local, state, and national levels, serving as a prominent voice on issues impacting vulnerable populations.
- Engage with national and local networks, including Catholic Charities USA and other sector coalitions, to share best practices and raise the agency's visibility.

## Board Development & Governance

- Partner with the Board of Trustees to uphold strong governance practices through effective communication, strategic alignment, and trust-building. Support board capacity-building through recruitment, orientation, and development, while providing timely and comprehensive reporting to facilitate informed decision-making.
- Engage Catholic Charities Board members in meaningful planning and decision-making related to the overall operation of the agency.

## Catholic Identity & Mission Integration

- Serve as the primary liaison to the Diocese and collaborate to uphold Catholic identity and strategic alignment. Foster partnerships with local parishes and other diocesan entities and integrate Catholic Social Teaching into all programs, policies, and advocacy, ensuring inclusive service to people of all faiths and backgrounds.
- Promote and infuse a culture of prayer and reverence among a diverse staff. Lead the staff to genuinely show concern by loving one another and serving one another.
- Develop strong relationships between Catholic Charities and the parishes, schools and varied ministries of the diocese, and especially with the Society of St. Vincent de Paul and Ladies of Charity.

## Education and Experience

- A bachelor's degree is required, with a master's degree in social work and/or Business Administration strongly preferred.
- Minimum 5 to 10 years of executive administration experience with demonstrated outcomes consistent with organization objectives.
- A practicing Roman Catholic in good standing with the Church, able to respect, promote, accommodate, and not conflict with the mission, moral and social teachings, doctrines, and laws of the Roman Catholic faith.
- Demonstrated maturity, sound judgement, and strong executive presence - balanced with genuine humility. A thorough understanding of and orientation toward servant leadership. Strong administrative, planning, and organizational leadership skills, especially in the areas of strategic planning, financial management, building effective teams and cultivating productive partnerships.
- Demonstrated success in leadership of mission advancement and fundraising efforts.
- Excellent presentation skills including public speaking, verbal and written communication skills. Skilled in producing concise reports and recommendations, making presentations to varied groups, and articulating an inspiring commitment to the Mission, Vision and Values of Catholic Charities, Diocese of Nashville.

## How to Apply

For consideration, please email resume to:

Brent Morton

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