



**QUINN
COMMUNITY CENTER
OF SAINT EULALIA**

JOB DESCRIPTION

TITLE: Executive Director
FLSA STATUS: EXEMPT (Full Time)
REPORTS TO: Pastor, Saint Eulalia Catholic Church;
Quinn Center Executive Board

PRIMARY PURPOSE/POSITION SUMMARY:

*The Executive Director catalyzes the Quinn Community Center's Mission – **to partner with the people of Proviso to build an inclusive culture of justice, health, and peace through intentional action.***

The Executive Director leads all aspects of vision and leadership, relationship development, partnership and oversight, fundraising, grant management, budget development, stewardship of physical plant and supervision of personnel. The Executive Director will be a culturally competent faith-leader who witnesses and celebrates God's presence in the strengths and assets of the people of Proviso. The ideal candidate is a person who can demonstrate understanding, respect and support for Catholic Church teaching, mission and values. S/he values the organization and responsible management of resources, and helps the Quinn Center and St. Eulalia Catholic Church fulfill their mission and purpose. S/he will also seek to build community across faith traditions and cultures by developing community leaders to do the same. The Executive Director possesses dynamic communication skills. S/he demonstrates innovation and consistency in program development and implementation in service of the mission of Quinn Community Center.

JOB COMPONENTS/ DUTIES AND RESPONSIBILITIES:

1. Vision & Leadership

- a) In collaboration with the Executive Board of the Quinn Community Center and the Parish of St. Eulalia, create a holistic vision of partnership and accompaniment of the Proviso community that supports a rich and vibrant culture that promotes justice, health and peace;
- b) Collaborate in crafting a strategic plan for the Quinn Community Center of St. Eulalia and assist in the implementation and assessment of that plan.

2. Relationship Development, Partnership & Oversight

- a) Collaborate with the various community partners and volunteers in developing programs that will advance the mission of the QCC to promote justice, health and peace within the



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Proviso communities. The Executive Director retains functional oversight in two areas:

a. Parish-based Ministries

- i. Responsibility for the vision, planning, organization, and execution of justice, health, and peace programming developed by the St. Eulalia community and operated out of the Quinn Center. These programs include:
 1. Hunger ministries (including weekly soup kitchen and emergency food program);
 2. Youth activities such as art, open gym, tutoring, and computer classes;
 3. Programming for adults and seniors (eg. health and wellness committee).
- ii. The Executive Director will develop all aspects of the Summer Enrichment program for youth including, but not limited to, volunteer management, fundraising, program development and oversight.
- iii. Recruit parishioners and community volunteers for parish-based ministries.
- iv. Collaborate with key ministries of the parish and parish staff to ensure robust integration of the spiritual and public life of the community. These key partners include the Parish and Finance Councils of St. Eulalia Catholic Church, the Director of Religious Education and the religious education program, the Director of Worship and the liturgy committee, and the parish office and business managers.
- v. Develop additional programs or opportunities for reflection, discernment, contemplation, and/or prayer, as needed.

b. Partnerships & Program Development

- i. Ongoing development of a comprehensive approach to health, justice and peace programming sponsored by community members, organizations, and institutions:
 1. Create, maintain, and assess community partnership agreements with key providers;
 2. Develop strategic partnerships with community-based organizations and institutions to ensure that the Quinn Center can contribute to the just revitalization of the Proviso communities;



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3. Position the Quinn Center as a hub of leadership development and economic growth and security for partner organizations.
4. Work closely with the pastor to ensure that programs are in compliance with policy and procedure articulated by the Archdiocese of Chicago.

3. Fundraising, Grant Management, and Budget Development

- a) Cultivate a comprehensive and strategic approach to fundraising to ensure the future and growth of the Quinn Community Center working in conjunction with the development committee of the Executive Board.
- b) Develop grant proposals and actively track grant compliance working closely with the Quinn Center Development Committee, the St. Eulalia business manager, and the pastor to produce accurate and complete reports.
- c) Work closely with the Executive Board Treasurer and Business Manager to develop a budget that forecasts both income and expenses annually and over the duration of the strategic plan.

4. Stewardship of Physical Plant and Supervision of Personnel

- a) Manages major repairs, renovations and capital projects in accordance with Archdiocesan policies. Acts as liaison to Archdiocesan administrative agencies.
- b) Manages custodial maintenance functions and acts as a resource for the parish entities (pastor, finance council, etc.). Is responsible for overseeing the physical plant of the Quinn Center as it pertains to security, leasing, rental, use of parish facilities. Acts as a liaison to the Archdiocese of Chicago and local government agencies.
- c) Implements personnel policies: develops hiring and termination procedures, job descriptions, personnel evaluations in consultation with the Executive Board of the Quinn Center and the Pastor.
- d) Evaluates support staff through yearly performance reviews. Oversees implementation of the guidelines and policies of volunteers. Tracks compliance paperwork, including Virtus training, associated with all volunteers at the Quinn Center and maintains accurate records of their service and tenure at the Quinn Center.
- e) Oversees information technology (computer, telephone, website development, Facebook and other social media platforms where the Quinn Center has a presence, etc.).



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- f) Supports the initiatives of St. Eulalia Catholic Church where possible, including but not limited to the following:
 - a. Sunday Mass attendance for specific purposes;
 - b. Special events held at the Parish;
 - c. Other events as indicated;

5. Performs other duties as requested, delegated or assigned.

QUALIFICATIONS/EDUCATION:

A bachelor's degree is required. Successful completion of a master's degree is preferred. Five years business or not-for-profit management experience recommended. Church management experience is an asset in this position. The ideal candidate will have very strong interpersonal and intercultural skills. Fully bilingual (Spanish/English) candidates with both written and oral abilities are preferred, Spanish language proficiency required. S/He will live the principle of servant leadership modeled in the Gospel. S/He will possess well-developed leadership skills with the ability to motivate and evaluate staff and volunteers. The Executive Director will bring organizational capacity and multi-tasking skills to a fast paced, relationship-centered environment. S/He will possess excellent computer skills using the Microsoft Office Suite. A working knowledge of QuickBooks is an asset. The Executive Director will demonstrate an understanding of, respect for and support of the teaching, mission and values of the Catholic Church.

The Quinn Community Center and St. Eulalia Catholic Church are dedicated to the goal of building a diverse staff committed to working in and transforming a multicultural environment. We look forward to a diverse pool of applicants who bring varied experiences, perspectives and backgrounds.

Reviewed by: Quinn Center Executive Board

Revised: October 23, 2017