



Immaculate Heart of Mary

Counseling Center

Position Title: Executive Director

FLSA Status: Exempt – Salaried

Location: Lincoln, Nebraska

Reports to: Immaculate Heart of Mary Counseling Center Board of Directors

Date Created: December 2022

Position Summary: The Executive Director is responsible for effectively implementing and promoting the mission and vision of the Immaculate Heart of Mary Counseling Center.

Essential Functions:

- Represent, communicate, and integrate authentic Catholic Social Teaching in the presentation and implementation of IHMCC's mission and vision.
- Proactively capture institutional knowledge of IHMCC.
- Build and cultivate an effective, engaged and informed Board of Directors.
- Plan and implement a development and fundraising program to provide for the short- and long-term needs of the organization.
- Maintain a list of potential financial donors including corporations, foundations, and individuals.
- Produce relevant and informative fundraising literature for distribution to previous donors and the public.
- Oversees the fundraising process and maintains records of receipts and disbursements of funds.
- Establish and monitor efficient processes for various administrative needs.
- Coordinate and supervise third-party vendors in collaboration with the Clinical Director.
- Collaborate with the Clinical Director in overseeing IHMCC front office staff and clinicians.
- Collaborate with the Clinical Director to design, implement, and monitor IHMCC's strategic plan.
- Assist the Internship Director of Integrated Training and Formation with administrative duties related to the internship training program(s), including onboarding and licensure applications for incoming trainees.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.



Immaculate Heart of Mary

Counseling Center

- Collaborate with the Internship Director of Integrated Training and Formation to develop and design internship-related promotions and web updates.
- Monitor and ensure compliance with IHMCC bylaws, policies and procedures.
- Maintain sustainable financial management policies as well as appropriate staffing and resources to meet goals.
- Report regularly to the Board of Directors on operations relevant to the strategic plan, internal and external policies, conditions of operations, and important factors or trends influencing the organization, in accordance with agreed-upon metrics and timelines.
- Implement the decisions of the Board of Directors; communicate decisions and directions to staff and others as assigned.

Qualifications:

Must be knowledgeable about the Catholic Church and support its moral and religious teachings. Bachelor's Degree required – advanced degree preferred. At least ten years of demonstrated success in development or non-profit management. Extensive knowledge of fundraising strategies and principles. Excellent communication skills, including written, verbal, public speaking, and interpersonal/social skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, talk or hear. The employee must regularly lift and/or move up to 15 pounds.

Working Environment:

While performing the duties of this job, the employee is primarily indoor working conditions. The noise level in the work environment is usually moderate.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.