

**Friends of the Poor & Catherine McAuley Center**  
**President & Chief Executive Officer**  
**Job Posting**

Friends of the Poor and Catherine McAuley Center assists vulnerable individuals and families with housing, basic needs, and pathways to stability. We aim to alleviate the impacts of poverty while fostering dignity and self-sufficiency through direct service, community building, and advocacy.

**Who We Are**

An innovative collaboration of two decades-old community nonprofits, the Catherine McAuley Center and Friends of the Poor, our agency was born in 2025 with the goal of honoring the dream of our foundresses, Sister Anne Pave, RSM and Sister Adrian Barrett, IHM. These two remarkable women began their respective agencies with nothing more than an open heart, helping hand, and a Higher call to serve those most in need. Together, we now serve more than 25,000 unique individuals in the Lackawanna and Luzerne County areas.

At Friends of the Poor and Catherine McAuley Center, we offer a safe space where vulnerable individuals and families find not just food and shelter, but hope. Through compassionate support and innovative pathways to stability, we break the cycle of poverty and ignite the power of human potential.

Our mission extends beyond immediate relief. We build bridges to self-sufficiency, restore dignity, and champion the inherent worth of every person. Through direct service, community building, and fearless advocacy, we're not just addressing poverty. We're reimagining a society where everyone has the opportunity to thrive.

**JOB DESCRIPTION**

**President/Chief Executive Officer**

**Position Overview**

The President/Chief Executive Officer serves as the chief steward of the mission, vision, and values of Friends of the Poor and Catherine McAuley Center. Guided by the founding charisms of the Sisters of Mercy and the Sisters, Servants of the Immaculate Heart of Mary, the CEO leads the organization in advancing pathways to stability, restoring dignity, and fostering self-sufficiency for individuals and families experiencing poverty.

As the organization's primary ambassador and strategic leader, the CEO cultivates strong community partnerships, inspires philanthropic investment, advocates for those most in need, and ensures that all organizational efforts reflect a deep commitment to human dignity, compassionate service, and social justice.

The CEO works collaboratively with the Board of Directors, leadership team, staff, volunteers, community partners, and supporters to expand the organization's impact while preserving the values and spirit upon which it was founded.

**Reports To:** Board of Directors

## **Compensation Range:** Commensurate with Experience

### Mission & Community Leadership

- Serve as the chief ambassador of the organization's mission throughout the community.
- Champion a culture rooted in dignity, compassion, hospitality, and respect for the inherent worth of every person.
- Ensure all programs, partnerships, and organizational decisions reflect the mission of alleviating poverty and promoting self-sufficiency.
- Inspire staff, volunteers, donors, and community partners around a shared vision of hope and opportunity.
- Promote awareness of the systemic causes of poverty and advocate for solutions that strengthen individuals, families, and communities.
- Foster relationships that strengthen the organization's role as a trusted community resource and leader.

### Strategic Vision & Organizational Growth

- Develop and implement strategic priorities that advance mission impact and organizational sustainability.
- Identify emerging community needs and opportunities for innovative services and partnerships.
- Lead efforts to strengthen and expand programs that address housing instability, food insecurity, and barriers to long-term success.
- Ensure organizational resources are aligned with community needs and mission priorities.
- Cultivate a culture of continuous improvement, innovation, and accountability.

### Community Engagement & Advocacy

- Serve as the primary spokesperson and representative of the organization.
- Build meaningful relationships with community leaders, elected officials, faith communities, nonprofit partners, businesses, and supporters.
- Promote collaborative approaches that address poverty and strengthen community well-being.
- Advocate for policies and initiatives that support vulnerable individuals and families.
- Increase community awareness of the organization's mission, services, and impact.

### Resource Development & Stewardship

- Lead fundraising efforts that inspire investment in the mission.
- Build authentic relationships with donors, foundations, corporations, and community supporters.
- Identify and pursue diverse funding opportunities that strengthen long-term sustainability.
- Work closely with the Board and development management and team to achieve fundraising goals.
- Serve as a responsible steward of financial, human, and community resources.

### Governance & Organizational Stewardship

- Partner with the Board of Directors to advance mission, strategy, and organizational effectiveness.
- Support board development, engagement, and governance responsibilities.

- Ensure compliance with legal, ethical, and financial standards.
- Provide transparent reporting on organizational performance, community impact, and financial health.
- Support the organization's Catholic identity and founding values in partnership with the sponsoring congregations.

### Leadership & Organizational Culture

- Foster a workplace culture grounded in compassion, accountability, collaboration, and service.
- Empower and support staff through servant leadership and professional development.
- Promote open communication and shared commitment to mission across all levels of the organization.
- Build and sustain a leadership team capable of advancing organizational goals and community impact.
- Ensure decisions reflect both operational excellence and care for those served.

### Qualifications

#### Required

- Bachelor degree in nonprofit management, public administration, social work, healthcare administration, theology, business, or a related field.
- Minimum of seven (7) years of supervisory, progressive management and leadership experience – preferably in the nonprofit sector.
- Proven ability to build authentic relationships and partnerships across diverse stakeholder groups.
- Strong communication, public speaking, and community engagement skills.
- Demonstrated experience in nonprofit financial management with diversified revenue streams, including budgeting, forecasting, financial reporting, compliance, and oversight of nonprofit financial systems.
- Proven knowledge of grant funding processes, including identifying funding opportunities, proposal development, grant administration, compliance monitoring, and outcomes reporting.
- Demonstrated commitment to serving vulnerable populations with dignity, compassion, and respect while advancing opportunities for individuals and families.

#### Preferred

- Advanced degree in nonprofit management, public administration, social work, healthcare administration, theology, business, or a related field.
- Experience leading mission-driven organizations, programs, or initiatives.
- Knowledge of housing, food security, social services, community development, or poverty alleviation programs.
- Understanding of Catholic social teaching and faith-based social service ministries.
- Experience working with boards, religious congregations, or mission-driven organizations.