



Catholic Diocese of Evansville

- The Catholic Church in Southwestern Indiana

Diocese of Evansville Chancellor & Chief Operating Officer

The Diocese of Evansville was established in 1944 by Pope Pius XII. The diocese was formed from part of the Archdiocese of Indianapolis covering 5,010 square miles and representing 12 counties in Southwest Indiana. The diocese is comprised of 45 parishes with 22 elementary schools, and 4 high schools.

Summary:

- The Chancellor/Chief Operating Officer, (COO), is the chief administrative and business officer for the Diocese of Evansville. The Chancellor/COO assists the Bishop of Evansville with strategic business developments, key-planning issues, and makes recommendations on major business decisions. The Chancellor/COO provides the leadership, management, and creative vision to ensure that the Diocese has proper operational controls and business processes to enable financial strength and operating efficiency as aligned to the Bishop's vision.

Essential Job Functions:

- Direct the Diocesan business and operational functions for the following departments:

Chancery	Communications	Family and Life	Finance	Stewardship
Youth and Young Adult Ministry		Hispanic Ministry	Catechesis	Schools
Tribunal	Worship	Catholic Charities	Information Technology	
Maintenance/Grounds				

- Directs short-term and long-range planning and budget development to support strategic operational goals. Establish the performance goals, allocate resources, and assess policies and procedures.
- Demonstrate successful execution of business strategies for Diocesan processes.
- Develop, establish, and direct execution of operating policies and procedures to support overall diocesan policies and objectives.
- Ensure compliance with local, state, and federal reporting requirements and canonical aspects of diocesan operations.
- Proactively identify and recommend opportunities, and assist the Bishop in identifying opportunities for process improvements and enhancing effectiveness and efficiencies.
- Serve on planning and policy-making committees as determined by the Bishop.
- Other duties as assigned by the Bishop.



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Required Skills:

- Ability to generate respect and trust from staff, priests, parishes, institutions, and external constituencies.
- Professional written and verbal communication skills.
- Excellent interpersonal, public speaking, and presentation skills.
- Ability to:
 - Supervise staff, including regular progress reviews and plans for improvement.
 - Motivate teams to produce quality materials within tight timeframes and simultaneously manage several projects.
 - Participate in and facilitate group meetings.
 - Foster and cultivate business and financial opportunities and partnerships within the Church and civic communities.
 - Recognize and be responsive to the needs of all constituencies of the Diocese (Catholic Center, Parishes, and Institutions).
- Knowledge of contracting, negotiating, and change management.
- Requires a willingness to work a flexible schedule.
- Ability to work in church environment and respect the culture, heritage, history, and environment.
- Ability to effectively schedule, plan, prioritize workload, and manage changes in direction and priority.

Required Qualification:

- Completion of a bachelor's degree in Business Administration, Management, Accounting, or Finance at an accredited college or university or equivalent work experience.
- Masters of Business Administration (MBA) preferred).
- 10 + years of business management or organizational leadership.
- 5+ years of executive leadership preferred.

Applicants shall exhibit in behavior and lifestyle values in accord with Catholic teachings in particular as well as being a practicing Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

If you are interested in applying for this position, please send your resume and cover letter to Ashley Emery aemery@evdio.org