



Catholic Charities of the Texas Panhandle

Open position: Executive Director

Catholic Charities of the Texas Panhandle (CCTXP) in the Diocese of Amarillo is seeking an individual to lead the organization to help carry out the mission of Catholic Social Teaching through the agency's programs and services. The Executive Director will be responsible for ensuring the vision and mission of CCTXP, supporting the value and dignity of human life by working to promote self-worth and independence, and striving to meet the everchanging needs in the community through good stewardship and accountability. The successful applicant will work closely with the Bishop of Amarillo and the agency Board of Directors to set goals, lead, administer and direct all activities of CCTXP in accordance with policies and procedures. He/she will provide guidance and leadership in developing, organizing, implementing and evaluating all programs, services and staff, and make recommendations to the Board of Directors and the Bishop of Amarillo regarding policies, procedures and budgetary issues. Additionally, he/she will maintain and establish relationships with other organizations and networks.

Candidates should have a Master's degree in business administration or related field, leadership experience in working with a broad range of organizations, systems and people within the Church and within community at local, state and national levels. The position requires a practicing member of the Catholic Church who demonstrates knowledge and support for the philosophy and scope of the social work profession, with emphasis on Catholic Social Teaching. The position includes a competitive salary and benefits package, along with excellent working conditions.

Please send a cover letter and resume to:

Tammy Martin at tmartin@ccxtp.org

**Or Nancy J. Koons, Executive Director, Catholic Charities of the Texas Panhandle
PO Box 15127
Amarillo, TX 79105**