

# Christ in the City

## Executive Director Job Description

### Reports To

Board of Directors

### Supervises

Managing Director

Director of Formation

Senior Director of Development and the Development Department

Creative Director & Brand Strategist, and the Marketing and Communications Department

### Position Summary

The Executive Director serves as the Chief Executive Officer of Christ in the City (CITC), providing visionary, strategic, operational, and financial leadership in fidelity to the organization's mission and in communion with the Catholic Church.

The Executive Director serves as a steward of CITC's mission and identity, guiding the organization's development while preserving its distinctive approach to forming missionaries and serving the poor.

The Executive Director holds primary responsibility for the leadership and management of the organization's activities, ensuring that CITC advances its apostolic mission with excellence, integrity, and long-term sustainability. The role represents the organization publicly and works with staff, donors, partners, and Church leaders to expand the mission's impact.

### Governance Relationship

The Executive Director works in close collaboration with the Board of Directors to advance CITC's mission and long-term vision. The Board provides governance, strategic oversight, and accountability for the organization, while the Executive Director is entrusted with the leadership and management of the organization's operations, programs, and staff.

Within the strategic direction established in collaboration with the Board, the Executive Director exercises appropriate authority and judgment in the day-to-day leadership, decision-making, and implementation of the organization's mission.

### Mission Alignment

CITC seeks applicants who demonstrate a deep knowledge and love for the social and moral teachings of the Catholic Church, and manifest those qualities by both their ability to articulate those teachings clearly and by living their lives faithfully and fully in line with the Magisterium of the Catholic Church and its doctrines, morals, and official teachings.

In addition, the Executive Director ensures that the organization's programs, operations, communications, and partnerships:

- Uphold fidelity to the teachings and moral doctrine of the Catholic Church
- Advance the integral formation of missionaries, including spiritual, intellectual, human, and apostolic formation
- Foster authentic encounters with people experiencing homelessness and the poverty of loneliness
- Promote the mission of CITC within the broader Church and society

## **Essential Responsibilities**

### **1. Organizational Leadership**

- Serve as Chief Executive Officer with overall responsibility for the organization's operations and leadership. Serves as Ex Officio Member of the Board of Directors.
- Provide direction and supervision to senior leadership and staff
- Collaborate with the Board of Directors in strategic planning and long-term organizational development
- Ensure all Board resolutions are carried into effect
- Create opportunities for board members to have concrete touchpoints with the CITC community and mission
- Ensure alignment across departments and ministries with the mission and strategic priorities of CITC
- Exercise executive judgment in major organizational decisions and emerging challenges

### **2. Strategic Vision & Program Development**

- Provide long-term strategic vision for the growth and development of CITC
- Develop and implement a strategic plan that aligns all staff and departments toward the common goal of growing the mission, reach, and measurable impact of CITC
- Guide the development and implementation of programs and initiatives that further the mission
- Evaluate and enhance the effectiveness and impact of programs and ministries
- Ensure that organizational initiatives remain consistent with the mission and Catholic identity of the ministry
- Identify opportunities for expansion, partnerships, and broader cultural impact that deepen service to the poor, integrate evangelization and formation more effectively, and respond to emerging needs of the Church

### **3. Operational Management**

- Oversee ministry sites, missionary formation programs, and administrative operations
- Establish policies, procedures, and operational systems that support organizational health and growth
- Foster a strong organizational culture rooted in virtue, accountability, collaboration, and a missionary spirit
- Ensure appropriate risk management and internal controls
- Oversight of Safe Environment protocols and crisis communication

### **4. Financial Stewardship & Accountability**

- Oversee the financial management and fiscal health of the organization
- Maintain oversight of funds, assets, and financial operations

- Establish and maintain sound accounting systems and financial controls
- Ensure accurate financial reporting and transparency
- Present regular financial reports to the Board
- Ensure compliance with nonprofit financial regulations and reporting requirements

## 5. Legal & Regulatory Compliance

- Ensure compliance with applicable federal, state, and local laws
- Maintain the organization's tax-exempt status
- Oversee contracts, agreements, and risk management practices
- Maintain high standards of ethical and legal governance

## 6. Fundraising & External Relations

- Serve as the principal ambassador of CITC
- Ensure CITC's development and fundraising plan is effective, professional, strategic, and diversified, empowering sustainable and responsible growth
- Cultivate relationships with donors, foundations, parishes, and strategic partners
- Lead major gift solicitation and visionary storytelling to key stakeholders.
- Represent the organization in ecclesial, nonprofit, and civic contexts
- Cultivating relationships with Bishops and other Church authorities and leaders
- Promote awareness of the mission and impact of CITC

## 7. Human Resources & Team Leadership

- Recruit, develop, and lead senior leadership and staff
- Foster a culture and workplace environment grounded in prayer, Catholic values, missionary zeal, personal responsibility, and professional excellence
- Establish clear performance metrics, regular evaluation processes, and a culture of continuous improvement so that meaningful changes can be made to enhance mission impact and employee satisfaction
- Promote ongoing formation, development opportunities and growth in professional skills, spiritual devotion, and team bonding among staff members
- Ensure compliance with employment laws and best practices

## Qualifications

### Required

- Demonstrated commitment to Catholic teaching and mission
- 10+ years of executive leadership experience, with a proven track record in mission-driven organizations (ie. service to the poor, evangelization, and formation).
- Proven executive leadership experience and ability to lead teams, manage conflict, and build collaborative cultures
- Demonstrated skills in both vision-casting and strategic execution
- Demonstrated experience in organizational scaling or multi-site management.
- Strong financial management and budgeting experience
- Experience working with a Board of Directors

- Excellent leadership, strategic thinking, and communication skills
- Ability to articulate and safeguard the mission and identity of the organization
- Sound judgment and ability to lead through complex challenges
- Genuine desire to help and serve people experiencing homelessness and people in need
- Genuine desire to contribute to the future of the Church through the formation of young Catholic adults particularly in how to recruit young men into a Catholic apostolate

#### Preferred

- Experience in missionary formation or Catholic apostolic movements
- Experience in nonprofit management
- Fundraising and donor development experience

### **Key Competencies**

- Visionary and strategic leadership
- Mission-driven and spiritually grounded leadership
- Financial stewardship and organizational management
- Strong relational and interpersonal skills
- High integrity and credibility
- Decisive leadership and sound judgment
- Ability to lead organizations through growth and complexity

### **Working Conditions**

Location: In Person in Denver, CO

#### Travel Requirements

The Executive Director must be available for regular travel as required by the mission and growth of CITC. Travel may include visits to CITC satellite cities and ministry sites, as well as travel related to partnerships, expansion opportunities, donor relations, fundraising activities, speaking engagements, and organizational events. Travel may also include meetings with Church leaders, strategic partners, and supporters who advance the organization's mission.

### **Employment Status**

Full-time, Exempt

### **Salary Range**

\$160,000 – \$180,000