



Society of St. Vincent dePaul
8800 West Main Street
Belleville, Illinois 62223
website: svdpsouthil.org

Assistant Executive Director

Position Type: Full-time, Exempt
Reports To: Executive Director

Salary: Range: \$60,000 - \$70,000

About Society of St. Vincent de Paul (SVDP)

The Belleville Council of the Society of St. Vincent de Paul is dedicated to helping the poor of Southern Illinois. Our members are committed to fighting hunger, homelessness, and poverty. The parish conferences and special works conference reach out to offer assistance with utilities, rent, food, clothing, automobile, gas, medical, prescriptions, and many other needs. We partner with other agencies, churches, and organizations and utilize community resources to help in the best way possible. Our faith guides our desire to serve.

Position Summary:

The Assistant Executive Director must be passionate about SVDP's mission with a spiritual calling for the ministry and a commitment to live our faith through charitable work.

The Assistant Executive Director supports the Executive Director and directly supervises the overall programs and operations to ensure they are running smoothly; and ensures volunteers and employees adhere to all standards and policies for quality, safety, and consistency.

The Assistant Executive Director is responsible for day-to-day operations, resource allocations, and site management and establishes and documents policies and procedures for effective operations of the organization.

The Assistant Executive Director ensures accuracy of data collection, case management files, and reporting; communicates regularly with the Executive Director and provides feedback on program enhancement.

The Assistant Executive Director is responsible for case management oversight and handles complex cases directly.

Responsibilities:

Administrative:

- Acts on behalf of the Executive Director in his/her absence, as permitted by law.
- Supports Executive Director in advancement and financial management to achieve organization goals, including budget creation and adherence, analysis of financial statements, and fundraising.
- Supports Executive Director in advancing the SVDP mission, maintaining the Catholic identity of the organization, and executing the strategic plan.
- Directly supervises staff and volunteers.
- Directly supervises case manager.

- Delegates appropriate tasks to staff and volunteers.
- Offers accessibility to staff and volunteers to address questions, issues, or assist with direct service.

Operations:

- Ensures all program rules and guidelines are followed.
- Measures outcomes through routine reporting and develops plans to achieve goals.
- Responsible for day-to-day operations and resource management.
- Handles complex client issues for the case managers.
- Develops and administers comprehensive education/training programs for staff with support from ED.
- Supervises operations and sites for all SVDP Programs: Soup Kitchen, Thrift Store, Help Center, Outreach and Ministry, and the Crisis Night Center.
- Coordinates with other community agencies for direct services.

General:

- Occasional evening and weekend work required.
- Other duties as assigned.

Desired Qualifications, Experience and Skills:

- An affiliation with Catholic Values. Candidates for this role should be supportive and aligned with the mission, values, and principles of the Catholic faith.
- Experience navigating complex social systems and agencies.
- High levels of empathy combined with a deep appreciation and understanding of the issues of trauma, homelessness, and poverty.
- Preferred experience / training (or willingness to be trained) in trauma-informed care.
- Transparent and high integrity leadership with a passion for the mission.
- Bachelor's Degree in Business Management, Social Work, Finance, Legal or related field required.
 - MBA, MSW or master's degree preferred.
- A combination of education, training and experience in Business Management, Social Work, Finance, Legal or other relevant work may be accepted in lieu of formal education.
- 8+ years proven experience in a related field, at least three years of which shall have been in a supervisory capacity. Proven background generating outcomes with accountability on operations, programs, and staff development.
- Employs sound decision-making skills that positively impact procedure development, resource allocation, community involvement, and client success.
- Experience with fiscal management, including analyzing financial statements and budget adherence.
- Demonstrated ability in planning and executing development plans, to include fundraising, grant writing, and relationship building.
- Ability to interface effectively with multiple constituents/advocates/professionals (e.g., Board, staff, clients, and network of agencies) from different diverse backgrounds and experience levels.
- Valid Driver's License required

Desired Competencies:

- Tolerant of changing conditions; patient with the ability to adjust quickly.
- Ability to manage conflict effectively.
- Inspires and motivates others.
- Ability to effectively negotiate.
- Possesses emotional intelligence.
- Utilizes benchmarking, key performance metrics and employee feedback to identify strengths and opportunities and to hold the organization accountable for results.
- Ability to interface and engage diverse volunteer and donor groups.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to think strategically, evaluate processes, and analyze data to make informed decisions.

Physical Requirements:

The physical requirements described below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform their essential duties.

1. Requires frequent walking, standing, bending, reaching and carrying.
2. Requires occasional sitting and typing using a computer with a mouse.
3. May require occasional lifting, lowering, pushing or pulling up to 50 lbs.

Work Environment:

Generally, this position operates actively at program site locations throughout the community, but occasionally works from a professional office environment.

Workday evening hours, holidays, and weekends may be required.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at will" basis.