

Executive Director Criminal Justice Ministry



Since 1979 Criminal Justice Ministry (CJM) has supported and empowered those whose lives have been impacted by incarceration. CJM is an independent, non-profit community agency affiliated with the Archdiocese of St. Louis that provides jail and prison ministry, client re-entry services, and advocacy for community safety and criminal justice reform. Believing that we are called by Jesus' example to honor the dignity of those marginalized in our society, CJM seeks to serve, not to judge. We strive to:

- Treat all with Jesus' inclusive message of love, forgiveness, and individual dignity.
- Provide client-centered, results-oriented programming.
- Act responsibly, respectfully, and effectively with all stakeholders.

CJM's Executive Director provides vision and clarity while harnessing a passion for the mission. The ED is responsible for leading CJM to success through developing a strategic plan; managing effective programs and services; guiding fundraising efforts; forming a strong management team, and collaborating with key strategic partners. The ED assists the Board of Directors in assessing community needs, setting the agency's direction and reporting on performance.

PRIMARY RESPONSIBILITIES

- Promotes the mission, vision and values of CJM and continuously seeks opportunities to advance CJM's positive impact on the community/clients
- Takes responsibility for executing organizational policies; works with the management team to ensure policies and procedures are in compliance with applicable laws and regulations
- Leads the strategic planning process in collaboration with the Board of Directors and develops annual agency goals and objectives with the management team
- Creates a culture based on the mission, vision, values and goals, and communicates that culture to staff
- Works effectively with, and provides ongoing feedback and annual performance review, to the senior management team, ensuring members have the information and resources they need to fulfill their respective responsibilities
- Monitors local, regional and national trends and public policies that impact the work of CJM and its clients; coordinates public policy efforts with other community partners
- Develops the annual operating and capital improvement budgets, for approval by the Board of Directors; reports regularly to the Board on budget-to-actual performance, with plans to address major variances.
- Works closely with the staff to ensure fundraising plans and opportunities are executed; takes a lead role in meeting with major donors and prospects
- Serves as the public face of CJM, and takes responsibility for communicating and forging relationships with constituents throughout the community, including donors and potential donors, foundations, corporations, city officials, government agencies, and non-profit associations

QUALIFICATIONS

- Master's Degree in Social Services, Behavioral Health, Hospital Administration, Business or related field preferred
- Minimum of 5 years' experience in a senior management position with responsibility for strategic direction, financial results and operations (experience outside non-profit will be considered)
- Extensive knowledge and first-hand experience as a non-profit profit employee or volunteer
- Strong understanding of development and fundraising
- Strong communications and presentation skills
- Adept at community and government relations
- Financial acumen
- Treats people with dignity, fairness and respect; embraces diversity and inclusion; communicates openly and honestly
- Identifies with the CJM mission and works tirelessly in pursuit of it

Please send cover letter, resume, and contact information for three professional references to CJM Board President Lisa Shea at apply@cjmstlouis.org.

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