

POSITION DESCRIPTION

1. **Position Title:** Chancellor

2. **Department:** Pastoral Center

3. **Reports To:** Bishop

4. **FLSA Classification:** Full-Time, Exempt

5. **Job Summary:**

The Chancellor is the chief officer of administration and operations for the Diocese of San Angelo (diocese), delegated by the Bishop of the Diocese of San Angelo (Bishop) and under the authority of the Bishop. The Chancellor has responsibility and authority for overseeing the day-to-day administration and supervision of the staff and operations of the diocese. The Chancellor is closely connected to and assists the Bishop in the performance of his ministry and, therefore, engages in ministry for the Church.

6. **Duties & Responsibilities:**

- Provide a strong day-to-day leadership presence for all Pastoral Center staff.
- Develop, implement, and evaluate operating policies and procedures for the strategic, administrative, and financial management of the diocese, ensuring that activities are planned and prioritized according to policies established by the Bishop and funding accountabilities.
- Review and adhere to the Diocesan Pastoral Manual, the Diocesan Personnel Manual, and other diocesan policies.
- Serve as an *ex officio* member of some Diocesan boards and councils at the direction of the Bishop.
- Ensure compliance with local, state, and federal reporting requirements and canonical aspects of diocesan operations, as well as the standards of practice established for financial management by the USCCB.
- Build relationships and maintain contact with diocesan operations officers in neighboring dioceses and through the USCCB to ensure best practices are followed by the diocese.
- Collaborate with members of the diocesan staff to develop and implement plans for the operational infrastructure of systems, policies, processes, and staff that are efficient, effective, and in alignment with the mission, vision, values, and culture of the diocese.
- Implement standardization in diocesan and parish financial management.
- Facilitate effective coordination across departments.
- Act as a central point of communication to support cross-functional initiatives and resolve interdepartmental challenges.
- Create an organizational culture based on accountability, collegiality, consistency, and the ongoing formation of employees.
- Cultivate relationships with clergy and other leaders to harmonize ministries between the Pastoral Center, parishes, schools, and other entities.
- Promote a service orientation among diocesan staff in their interactions with parishes, priests, and schools, with the goal of building their capacity to fulfill the mission of the Church.
- Implement a review mechanism for priests and parishes to give feedback on programs offered by diocesan offices.
- Promote an atmosphere at the Pastoral Center which is professional, hospitable, and charitable, fostering work relationships based on respect, candor, and trust.

- Identify and recommend quality improvement opportunities, assisting the Bishop in identifying opportunities for process improvements enhancing effectiveness and efficiencies.
- Utilize a capital expenditures schedule that ensures the facilities are in good working order.
- Other specific duties as requested and assigned by the Bishop.

7. Structure:

- Diocesan staff directly reporting to the Chancellor will include the leaders over the areas of finance, insurance, stewardship and development, real property and facilities, archives, human resources, safe environment, information technology, data management, cemeteries, and immigration.
- The Chancellor will oversee the budget and staffing for the other areas of the diocese, including evangelization and catechesis, family life, vocations and seminarians, priestly ministry, diaconal ministry, communications, canonical services, Catholic schools, worship, criminal justice ministry, and Christ the King Retreat Center. The Chancellor does not have supervisory or operational control of these areas. The leaders of these areas have authority to run their departments, but they do not have authority to create and approve their own budgets or staffing, because those items need coordination across the entire diocesan structure.
- The Chancellor has oversight of the budget and staffing and approves all budget and staffing proposals that are to be made to the Bishop.
- The Chancellor oversees all staff hiring, performance evaluations, and terminations and proposes these to the Bishop for final approval.

8. Education, Training and Experience:

- MBA, MSCM, current CPA, CGMA, or CDFM credentials is required.
- Minimum of 10 years' experience in business management or organizational leadership, with a minimum of 5 years of proven executive leadership in a non-profit organization, the Church, a private sector company, government, or the military (as the CEO, CFO, COO, or similar position).
- Excellent performance record in administrative, organizational, and budget management experience.
- Familiarity with the general operations of Catholic dioceses, including a knowledge of the legal and financial structures used by the Church, including fund accounting.
- Administrative leadership experience, preferably in the Church, including working with consultative bodies, supervision, accounting, and investing.

9. Qualifications:

- Practicing Catholic in good standing, with a knowledge of, experience with, respect for, and adherence to the precepts, teachings, and operational practices of the Church.
- Behavior and lifestyle which exhibit values in accord with Catholic teachings.
- A reputation for integrity and professionalism.
- Strong skills in strategic thinking, long-range planning, analytics, priority setting, time management, and achieving outcomes.
- A track record of building and executing on strategy and vision within a large organization.
- Efficient and effective organization and direction to areas of responsibility.
- Professional written and verbal communication skills.
- Excellent interpersonal, public speaking, and presentation skills.
- Ability to mentor and develop people.

- Overall soundness of decisions, effective delegation, and maintenance of confidentiality for all sensitive information.
- Flexibility in performing designated duties.
- Ability to meet or exceed operational and financial objectives as defined in the annual budgetary process.
- Skills in computer usage (including MS Word, Excel, and PowerPoint).
- Obedience to civil law.
- Compliance with the provisions of the safe environment provisions of the diocese.

10. Working Condition and Environment:

- Most of the assigned duties are performed in a well-ventilated, well-lighted, and temperature-controlled office environment in the Pastoral Center in San Angelo.
- Some of the assigned duties are carried out in occasional visits to the parishes and other institutions located in the 29 counties of the diocese. Chancellor must maintain flexibility for unplanned travel.

11. Mental and Physical Requirements:

- High ability to analyze and interpret information pertinent to areas of responsibility.
- Ability to perform designated duties under time pressure.
- Willingness to work irregular hours as needed to accomplish responsibilities of the position.
- Ability to drive an automobile, to travel within the diocese, and occasionally to travel to meetings outside the diocese.
- While performing the duties of this job, the employee is required to stand, walk, talk, hear, reach, sit for prolonged periods of time, and handle repetitive motions of the hands/wrists. The employee must frequently lift and/or move up to (25) pounds and occasionally lift and/or move up to (50) pounds.