



POSITION DESCRIPTION OF DIOCESAN DIRECTOR for the CATHOLIC CAMPAIGN FOR HUMAN DEVELOPMENT

CCHD recognizes that some CCHD diocesan directors have many other responsibilities and that some dioceses have very limited budgets. In a few cases, a CCHD program coordinator may provide substantial support to the diocesan director and carry other responsibilities. Consequently, this description and list of major responsibilities are provided to assist with the work of CCHD and to give guidance to the development of the CCHD diocesan director position.

Reports To:

The diocesan bishop or other supervisor, as assigned by the bishop.

Basic Functions:

Responsible for the general direction, supervision, planning, and coordination of all aspects of the Catholic Campaign for Human Development (CCHD) at the arch/diocesan level, including:

1. Administering the CCHD appeal (annual collection), upholding standards outlined in *One Church, One Mission Guidelines for Administering USCCB National Collections in Dioceses*, optimizing accountability through transparency and expediting remittances.¹
2. Managing CCHD grant allocations for the arch/diocese, including vetting of applicant organizations, review of grant proposals, site visits to applicant organizations, and making recommendations regarding funding applications and monitoring of organizations receiving CCHD grants.
3. Coordinating CCHD promotion and highlighting CCHD's Catholic identity.
4. The CCHD social justice education and action program.

Major Responsibilities:

1. Managing CCHD grant allocations, including but not limited to:
 - a. Overseeing the use of the 25 percent of the collection that stays in the diocese for local anti-poverty programs that conform to the CCHD guidelines.
 - b. Collaborating with CCHD national staff in evaluating proposals for CCHD national funding, the 75 percent of the collection that is remitted nationally. [See the detailed explanation of the grant review process.](#)
2. Facilitate relationship-building between Catholic institutions (parishes, Catholic Charities, religious orders) and CCHD-funding organizations. Develop and execute strategies that increase Catholic participation in CCHD-funded initiatives.
3. Administer the CCHD appeal, utilizing materials produced by the USCCB Office of National Collections to maximize parish participation.

¹ The CCHD National Collection takes place in dioceses on the World Day of the Poor on the 33rd Sunday in Ordinary Time. Collection proceeds are divided: 75 percent remitted to the USCCB National Collections Office to advance the [mission](#) of CCHD and 25 percent remaining in the arch/diocese to advance the mission of CCHD locally.

4. Develop and direct a diocesan CCHD committee that may assist with fundraising, promotion, and education.
5. Build and maintain relationships with key arch/diocesan offices including the bishop's office, finance, respect life, Catholic education, communications, priest and deacon formation, etc.
6. Provide for and ensure coordination of CCHD activities with local parishes, schools, institutions of higher learning, seminaries, etc., with other social ministry and social action offices, and with other anti-poverty projects or groups in the arch/diocese.
7. Coordinate with appropriate arch/diocesan offices all CCHD activities involving the media and the public, including diocesan and secular radio, television, and the press, as well as online communications.
8. Provide periodic reports to the diocesan bishop and national office of CCHD concerning CCHD activities in the arch/diocese. This includes past performance, current activities, and future prospects.
9. Make recommendations to the national CCHD office concerning methods of improving and/or facilitating the work of CCHD on the diocesan level.
10. Attend CCHD national and regional meetings and training opportunities.

Principal Working Relationships:

1. The diocesan bishop and his assigned delegate(s)
2. CCHD national grant and promotions staff
3. Directors/coordinators of other arch/diocesan offices
4. Pastors and clergy in the arch/diocese
5. Leadership and staff of grassroots organizations working to achieve institutional change
6. Superiors of religious orders and lay leadership in the arch/diocese and/or parish
7. Catholic institutions in the arch/diocese
8. Other major recognized organizations, religious and secular, involved in the same or closely related areas of concern

Qualifications and Skills Necessary for Implementing CCHD in the Arch/diocese:

1. Knowledge of the social doctrine of the Church as expressed in scripture and in papal, conciliar and episcopal documents
2. Commitment to the mandate of the Catholic Campaign for Human Development as a practical application of Catholic social teaching by the Church in the United States
3. Willingness to serve as an advocate for those who are poor, to parishes, pastors, and other arch/diocesan offices and the public at large
4. Excellent oral and written communication skills

5. Understanding of systemic change, community organizing history and strategies, economic development initiatives, and social justice education
6. Ability to do proposal analysis and ongoing monitoring and evaluation of CCHD-funded projects

Administrative Qualifications and Skills Necessary for Implementing CCHD in the Arch/diocese:

1. Ability to provide leadership, supervision, and coordination to CCHD at the diocesan level
2. Good management skills such as planning, budgeting, time management, decision-making, and implementation/evaluation of plans
3. Ability to provide clear, concise, and understandable reports, as needed and/or required for the operation, evaluation, and planning of CCHD at the diocesan level
4. Knowledge of fundraising, marketing, and capacity to establish working relationships with other funding organizations

Relationship Skills, Internal and External to the Church:

1. Knowledge of diocesan structures and Church related agencies and operations and an ability to relate constructively to such structures
2. Ability to develop positive communications and working relationships with individuals and groups from diverse religious, social, political, cultural, and economic backgrounds.