



Position Title: Regional Director - Hastings

Department: Programs

FLSA Status: Salaried, Exempt

Location: Hastings, Nebraska

Reports to: Executive Director

Date Created: August 2024

Position Summary: The Regional Director is a compassionate, dynamic, and inspirational leader. This person will lead and manage our programs in Hastings, including Family Support Services, St. Anthony Food Pantry, Open Table sack lunch program, and St. Gianna's West. This person will also oversee the sustainability operations including the St. Joseph Gift & Thrift and warehouse operations. This position serves a vital leadership role in the implementation of CSS's mission in Hastings and across south central Nebraska.

Essential Functions:

- Supervise the workflow, budget, and outcomes of the following programs: Family Support Services, St. Anthony Food Pantry, Open Table Sack Lunch Program, St. Christopher Car Program, St. Gianna's West, Warehouse Operations, and St. Joseph Gift and Thrift.
- Work with the Executive Director and program managers to enhance existing and develop new programs based on community needs.
- Evaluate and maintain sustainability of all programs.
- Carry out supervisory responsibilities of the program managers in accordance with the organization's policies and procedures.
- Responsibilities include interviewing, hiring, training, and scheduling employees.
- Organize and lead weekly staff meetings and other meetings deemed appropriate.
- Conduct annual employee performance evaluations.
- Address complaints and resolve problems.
- Resolve employee issues and follow the progressive disciplinary action plan in collaboration with CSS human resources.
- Collaborate internally on all grant applications.
- Represent, communicate, and integrate authentic Catholic social teaching in the provision of social service programming.

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.

Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving
- Ethical
- Organizational Support
- Safety and Security
- Bold Vision
- Intrinsic Motivation

Qualifications:

Bachelor's degree from a four-year college or university, preferably in social work, non-profit management, or business administration; or one to two years' related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 25 pounds.

Working Environment:

While performing the duties of this job, the employee is inside the building and works outside occasionally. The noise level in the work environment is usually moderate.