



Executive Director
Catholic Charities of the Diocese of Las Cruces
Las Cruces, NM

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Executive Search Division
Ruotolo Associates Inc.

Catholic Charities of the Diocese of Las Cruces

About the Catholic Charities of the Diocese of Las Cruces

Catholic Charities of the Diocese of Las Cruces (CCDLC) was founded in 2004 as an official ministry of the Roman Catholic Diocese of Las Cruces, established to serve individuals and families across the ten southern counties of New Mexico. From the beginning, the organization was created to address the region's significant social and economic challenges, particularly in communities that experience some of the highest poverty rates in the state and nation.

CCDLC's earliest work began in Anthony, New Mexico, where a small program focused on immigration legal services and emergency assistance. As needs intensified throughout the southern border region, the ministry expanded its presence and ultimately established permanent offices in Las Cruces and Roswell, where it continues to operate today.

Over the years, CCDLC has built a comprehensive portfolio of programs grounded in Catholic social teaching and the principles of human dignity, solidarity, and preferential care for the poor. Its mission—to serve the poor, create opportunity and hope, advocate for human dignity and justice, and call all people of goodwill to do the same—is reflected in three core service areas.

The Immigration Legal Services program provides high-quality, low-cost representation, helping hundreds of individuals each year obtain legal status for the first time. Through its Social and Economic Assistance programs, the agency offers emergency financial support, counseling, and family-strengthening services, often serving as a critical resource for those facing homelessness, food insecurity, or acute crisis. CCDLC also plays a central role in Victim Advocacy and Domestic Violence Support, partnering with organizations such as La Casa and Healing House to provide legal services, protective-order assistance, temporary shelter, and direct support for victims of domestic violence, sexual assault, and human trafficking.

Since its founding, CCDLC has remained committed to serving all people, regardless of faith, belief, gender, ethnicity, immigration status, or cultural background. This inclusive approach reflects the Catholic tradition of universal charity and the agency's belief in every person's inherent dignity. Today, CCDLC serves a diverse population of more than 500,000 residents across southern New Mexico, including Hispanic, Caucasian, Asian, and Native American communities. The organization collaborates with Catholic and secular partners—including St. Vincent de Paul, Annunciation House, and Diocesan Migrant & Refugee Services of El Paso—to strengthen its impact and extend its reach throughout the region.

POSITION SUMMARY

The Executive Director leads CCDLC's programs, operations, and finances on behalf of the Board of Directors, and advances CCDLC's Catholic mission through effective services, sound stewardship, strong staff leadership, and trusted relationships with the Catholic Diocese of Las Cruces, New Mexico, and the broader community. The Executive Director is the CCDLC's Chief Administrative Officer, accountable to the Board for organizational results.

ESSENTIAL RESPONSIBILITIES

1. Catholic Mission and Diocesan Partnership

- Integrates Catholic identity and Catholic social teaching into CCDLC's programs, communications, and decisions.
- Builds and maintains a working partnership with diocesan leadership, clergy and parishes, consulting on matters that affect the broader Catholic community while retaining day-to-day operational authority delegated by the Board.
- Represents CCDLC publicly and within the Diocese as a Catholic, nonpartisan ministry committed to the dignity of those it serves and to the broader Catholic community.

2. Strategic Leadership and Board Partnership

- Serves as the principal advisor to the Board, providing clear, timely information for informed governance and decision-making.
- Partners with the Board to set organizational goals and translates them into actionable priorities, timelines, and measurable outcomes.
- Leads organizational improvements within Board-established parameters and reports regularly on progress toward agreed goals.

3. Financial Management and Stewardship

- Develops the annual budget with the Treasurer and relevant Board committee for Board approval and manages operations within it.
- Monitors financial performance and funding risk on an ongoing basis, flags issues early, and recommends corrective action to safeguard organizational stability.
- Oversees expenditures and disbursements within Board-delegated authority and ensures compliance with all financial, audit, and reporting requirements.

4. Fundraising and Resources Development

- Leads CCDLC's annual resource development plan, ensuring alignment with program needs and long-term financial priorities.
- Personally cultivates, solicits, and stewards major donors, and oversees all grant proposals, funding requests, and foundation relations.
- Expands CCDLC's donor base by mobilizing the Board, staff, parishes, and community partners in coordinated fundraising efforts.
- Builds and maintains strategic relationships with benefactors, foundations, diocesan leaders, and community partners to strengthen philanthropic support.
- Partners with the Bishop, Board, and external consultants to advance major fundraising initiatives and enhance organizational visibility.

5. Programs and Quality Improvement

- Assesses community needs and works with program leaders to keep services effective, set program-level goals, and review results through CCDLC's quality-improvement process.
- Recommends new or adjusted programs based on demonstrated need and available resources.
- Tracks the operational impact of immigration-related policy and funding changes, drawing on qualified staff expertise, while keeping attention on CCDLC's full range of services.

6. Operational and Compliance

- Provides executive oversight of the executive team, ensuring accountability for organizational performance and alignment with CCDLC's mission and strategic priorities.
- Manages day-to-day operations, maintaining all licenses, accreditation, and compliance requirements set by funders, governing authorities, and regulatory bodies.
- Strengthens administrative systems, internal communication, and operational processes to support staff effectiveness and organizational efficiency.
- Leads succession planning, leadership development, and long-term operational planning, including capital investments, infrastructure, and campus development.

7. Community Representation and Communication

- Serves as CCDLC's principal spokesperson, building relationships with clients, donors, community agencies, government partners, and faith-based organizations.
- Maintains CCDLC's liaison relationship with Catholic Charities USA and represents the organization in relevant community initiatives.
- Directs outreach, website, and social media efforts to build public understanding of CCDLC's mission and impact.

Additional Job Functions

- Performs other responsibilities consistent with the role of Executive Director and organizational priorities, in collaboration with the Bishop.

REQUIRED QUALIFICATIONS

- Practicing Catholic in good standing with commitment to the teachings, traditions, and mission of the Catholic Church.
- Genuine commitment to CCDLC's mission and to serving individuals and families with compassion, cultural awareness, and respect.
- Bachelor's degree in business administration, nonprofit management, public administration, theology, pastoral ministry, or related field is required; master's degree or higher strongly preferred.
- Minimum of ten (10) years of progressive executive leadership experience in a nonprofit, Catholic ministry, healthcare, higher education, or other mission-driven organization.
- Working understanding of the issues affecting immigrants, victims of crime, and the individuals and families CCDLC serves.
- A track record of setting strategic priorities and following through with measurable results.
- Successful track record of major gift fundraising, donor stewardship, and advancement leadership, including capital campaigns, planned giving, and foundation relations.
- Strong financial and business management skills, including budgeting, long-term planning, and organizational sustainability.
- Excellent written, verbal, and public speaking skills.
- Experience supervising staff. Ability to build and maintain strong relationships with clergy, religious communities, board members, donors, volunteers, diocesan leaders, and community partners.
- Demonstrated integrity, sound judgment, discretion, and a collaborative, service-rooted leadership style.

COMPENSATION AND BENEFITS

- Salary is competitive and commensurate with qualifications and experience in the range of \$92,000 - \$100,000.
- A comprehensive benefits package is offered. Additional details will be provided to finalist candidates.

PHYSICAL AND WORK REQUIREMENTS

- Full-time, exempt position. Core hours are generally 9:00 am to 5:00 pm, Monday through Friday; additional hours are occasionally required to meet organizational needs.
- 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; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

TO APPLY

- This search is being conducted by the Executive Search Division of Ruotolo Associates Inc. Inquiries regarding this position are strictly confidential and should be directed to info@ruotoloassociates.com with Executive Director – Catholic Charities of the Diocese of Las Cruces, NM, as the subject line.
- Interested applicants are requested to submit a resume and cover letter, along with a salary range.
- We encourage interested candidates to apply early. While we will accept applications through November 30, 2026, the search may close earlier if we identify a strong, sufficiently qualified pool of candidates.
- We will request references from all finalists, but you may submit them with your resume and cover letter.

Catholic Charities is an equal opportunity employer committed to building a diverse, inclusive, and accessible workplace that honors the dignity of every person. We welcome applicants of all backgrounds and ensure fair consideration without regard to race, color, religion, creed, national origin, age, disability, marital status, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by law.