

Title of Position – Executive Director

Organization – Society of St. Vincent de Paul, Diocese of Rockville Centre

Annual Budget - \$6 – 6.5 million

Salary Range – Based on previous experience and education

Contact Information – Paul Hodermarsky
President, Board of Directors

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Brief Description – The Society of St. Vincent de Paul is an international non-profit organization of Catholic laymen and women – volunteers - dedicated to serving the poor and needy. The Society’s mission is to serve the poor through practical works of charity – financial assistance, food, clothing, and other material aide - to enable people in need to regain their independence and financial stability.

The Vincentians are supported and guided in the fulfillment of their mission by the administration and staff of the main office, the Central Council in Bethpage.

Experience – Minimum of five years working in an administrative position with a non-profit organization; familiar with accounting principles and reporting requirements unique to the non-profit sector; demonstrated ability to communicate effectively, orally or in writing, and the capacity to work closely with staff, volunteers and a board of directors.

Responsibilities – To direct and be involved in all fundraising activities - cultivate corporate and foundation support, assist with the solicitation of major gifts and special events; ensure accountability to the board, funding sources and government entities; to enhance open and effective communications between the Society’s Central Council, the Vincentian volunteers, and the Long Island community at large.

To be proactive in promoting the Society’s mission; to provide general oversight of the budget and other financial matters - work closely with the finance committee on budget issues and financial needs; and to foster the spiritual development of the Vincentians through liturgies and conferences.

Some travel is required.

The Society is affiliated with the Catholic Church, but non-sectarian in the exercise of its mission – to serve the poor.