

Announcement of Position Opening  
Diocese of Norwich Outreach to Haiti

The Diocese of Norwich seeks a full time Executive Director for Diocese of Norwich Outreach to Haiti.

Mission: As an expression of our Catholic Faith, Diocese of Norwich Outreach to Haiti, a sponsored ministry of the Diocese of Norwich, is committed to serving the people of Haiti in the spirit and values of the Gospel. While providing sacramental and spiritual support, this ministry offers education, health care, and other services to Haitians in need.

Overview of Responsibilities: : The Executive Director is responsible for all aspects of the Diocese of Norwich Outreach to Haiti (OTH) in both the United States and Haiti. This includes program development and maintenance, financial management, donor development, community relations, legal compliance, twinning, and human resource management. The Director is responsible for the development of the OTH brand, and developing a donor base that will enable the support and expansion of the programs. The position is accountable to the Bishop of Norwich.

Qualifications: Respect and support for the leadership and teachings of the Catholic Church and the ability to work within the organizational structure of the Church. A bachelor's degree and work experience in related field are required. Competency in the following areas is essential: 1) Administrative experience and budget management of a non-profit organization. 2) Expertise in supervision of staff, 3) Community relations and volunteer recruitment experience, 4) Fundraising skills required.

Knowledge of French and Haitian Creole helpful but not necessary.

Application: Please send letter of application, salary expectations, and a resume by March 15, 2019, to:

Diocese of Norwich Outreach to Haiti  
815 Boswell Avenue  
Norwich, Connecticut 06360  
Attention: Dennis Petruzzi

Or you may email your information to [dennis.petruzzi@outreachtohaiti.org](mailto:dennis.petruzzi@outreachtohaiti.org)

Complete job description available upon request.

Please include in your letter of application package:

1. Your qualifications for this leadership position.
2. Your familiarity with Haiti and the needs of the country.
3. List of at least three (3) references and/or letters of reference.
4. Salary Expectation for full time position (35 hours).