

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Chief Operating Officer

EFFECTIVE DATE: 7/2026

DEPARTMENT: Office of the Archbishop

LEVEL:

POSITION SUMMARY:

The Chief Operating Officer (COO) is the senior executive responsible for the operational, administrative, and organizational performance of the Archdiocese of Cincinnati. Reporting directly to the Archbishop, and working closely with the Vicar General, the COO oversees day-to-day management of the Archdiocesan Pastoral Center and ensures that systems, processes, and resources operate efficiently, transparently, and in alignment with the Archbishop's strategic direction.

The COO leads all major operational functions, including finance, human resources, school's office, stewardship, and communications, and drives organizational excellence to support parishes, schools, and ministries across the archdiocese.

KEY RESPONSIBILITIES:

***Operational Leadership & Organizational Performance**

- Lead and manage the operational functions of the Archdiocese, including finance, human resources, school's office, stewardship and communications.
- Establish and monitor performance metrics, operational benchmarks, and accountability systems across all departments, with regular reporting to the Archbishop.
- Implement best-practice management processes to improve efficiency, service delivery, and organizational effectiveness.
- Ensure operational decisions support long-term sustainability and responsible stewardship of resources in alignment with the strategic direction of the Archbishop.

***Strategic Execution & Systems Management**

- Lead the development of a strategic assessment and priority-setting process to support the Archbishop in setting strategic priorities for the Archdiocese.
- Translate the Archbishop's strategic priorities into operational plans, timelines, and measurable outcomes.
- Oversee cross-departmental initiatives to ensure coordinated execution and timely delivery.
- Lead the development of effective ongoing management processes to ensure productive meetings, strong decision-making and effective ongoing coordination.
- Develop and oversee an effective decision support structure for the Archbishop, including the institutionalization of some decisions for ongoing consistency and effectiveness.
- Lead organizational planning, including annual budgeting, capital planning, and resource allocation.
- Identify operational risks and develop mitigation strategies to protect the Archdiocese's people, assets, and mission.

***Executive Oversight & Leadership of the Pastoral Center**

- Supervise senior directors and department heads, providing leadership, coaching, and performance management.
- Build a high-performing leadership team that operates with clarity, accountability, and collaboration.
- Strengthen internal communication channels to ensure alignment across all operational units.
- Develop a strong, Catholic, team based working culture that promotes professionalism, continuous improvement, and mission-driven service.
- Other duties as assigned by the Archbishop.

***Governance, Compliance & Policy Administration**

- Ensure compliance with civil law, regulatory requirements and internal policies.
- Oversee the development, implementation, and enforcement of operational policies and procedures.
- Provide the Archbishop with data, analysis, and operational insight to support governance decisions.
- Coordinate with legal counsel, auditors, and external partners to maintain organizational integrity.

***Stakeholder Engagement & Organizational Support**

- Ensure diocesan offices provide responsive, high quality support to parishes and schools.
- Represent the Archbishop in operational matters when delegated.
- Maintain strong working relationships with civic, business, and nonprofit partners as needed.

QUALIFICATIONS:

Required

- Practicing Catholic in full communion with the Church.
- Bachelor's degree
- Minimum 15 years of senior executive leadership experience in complex organizations.
- Demonstrated success in operations management, organizational leadership, and systems implementation.
- Strong financial acumen and experience overseeing budgets, capital planning, and resource management.
- Proven ability to lead teams, manage change, and drive organizational performance.
- Exceptional communication, analytical, and problem solving skills.
- High level of discretion, integrity, and professionalism.

Preferred

- Master's in Business Administration, Master's in Not-for-Profit Management or equivalent degree.
- Experience in nonprofit, faith-based, or mission-driven organizations.
- Familiarity with ecclesial structures and diocesan administration.

PERSONAL CHARACTERISTICS:

- Strategic, analytical, and operationally disciplined.
- Results-oriented with a strong focus on execution.
- Collaborative leader who builds trust and drives accountability through collaboration and consensus building.
- Calm, steady presence with the ability to navigate complexity and deal with multiple constituents.
- Commitment to excellence, stewardship, and mission integrity.
- Demonstrates comfort with and ability to navigate and adjust to a different cultural environment
- Views this opportunity as a vocational commitment to the Church; strong pastoral / Church instincts

SUPERVISION RECEIVED: Works under the direction of the Archbishop.

SUPERVISION EXERCISED: Supervises senior directors and department heads, providing leadership, coaching, and performance management.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

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| TERMS OF EMPLOYMENT: | Salary | 7 hours per day | 35 hours per week |
| | 260 Days | 12 months | |

WORKING CONDITIONS:

Full-time position based at the Archdiocese of Cincinnati Pastoral Center
Occasional evening and weekend responsibilities.
Some travel within the archdiocese.

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

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| Employee Signature | Printed Name | Date |

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| Supervisor Signature | Printed Name | Date |