

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

Title: National Director - Marianist Lay Community of North America (MLC-NA)

LOCATION: Dayton, Philadelphia, St. Louis, or San Antonio

FLSA: Exempt

Reports To: Chair - MLC-NA

General Summary:

The Marianist Lay Community of North America (MLC-NA), a private association of the faithful in the Marianist tradition, comprised of lay Catholics formed in, committed to, and living the Marianist charism, is seeking a National Director. The search for the successful candidate will occur in winter 2021, with an anticipated start date of **July 1, 2021**. The ideal candidate in our search will share the passion for the mission and work of the Marianist Family formed by the vision of our Founders, Blessed William Joseph Chaminade and Blessed Adèle de Batz de Trenquelléon.

The National Director's priority focus is to carry out the policies of the Chair and MLC-NA Leadership Team. The National Director will meet regularly with the Chair and the Leadership Council and be responsible for implementing both the vision of the Leadership Team and facilitating the day-to-day operations of the MLC-NA. This work will further the growth, infrastructure, and capacity of the Marianist Lay Community of North America (MLC-NA) across the country and foster deeper relationships and opportunities for collaboration within the Marianist Family.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Responsibilities for the National Director require consultation and coordination with the Chair and Heads of Offices for MLC-NA, as well as collaboration with the Society of Mary (SM) and the Daughters of Mary Immaculate (FMI) and include:

- Develop, prepare, plan, and implement a comprehensive Development Plan that will generate the resources needed to conduct and support the work of the Marianist Lay Branch, including supporting two MLC-NA staff positions (1FT and 1PT position), increasing financial support for MSJC, International Organization of Marianist Lay Communities, Lay Assemblies and other initiatives, and formation opportunities. Execute a fundraising plan that incorporates annual contributions from MLCs and individuals in consultation and collaboration with the MLC-NA Leadership Team and specifically, Head of Temporalities. Prepare an annual impact statement and development report for membership. Collaborate with other development personnel in the Marianist Family to ensure clear and focused fundraising.

- Develop and execute a comprehensive communication plan to foster a thorough understanding and appreciation of MLC-NA and its distinct mission as part of the broader Marianist Family. Coordinate, together with the MLC-NA Administrator, membership outreach and communication that includes but is not limited to MLC-NA's monthly newsletter and social media presence. Collaborate with the communication teams of the SM and the FMI.
- Assist the MLC-NA Leadership Team in the execution of their committee work.
- Develop new and expand current relationships, collaborate with, and be a point of contact for other Marianist institutions and ministries such as the Marianist Center for Lay Formation, North American Center for Marianist Studies, Society of Mary Office of Sponsorship, Office of Communications, etc. including identification of potential candidates for service as members on Marianist institution boards or Area Family Councils.
- Chair a committee to plan annual gatherings that would occur between the Continental Assembly in consultation and collaboration with the Head of Education.
- Participate in monthly evening calls of the Leadership Council and work with the Heads of Offices to carry out the mission and vision of the MLC-NA.
- Represent the Chair of MLC-NA to ensure MLC-NA representation at local or regional Marianist Lay events and serve on other Marianist Family committees at the request of the MLC-NA Leadership Council.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

Required Qualifications

- Bachelor's degree
- Demonstrated and active 5-7 year minimum commitment to the Marianist Family
- 2-5 years of management experience and/or demonstrated leadership within an organization or volunteer work
- Proven and successful experience in designing, managing and executing fund development programs, including personal contact and other activities such as mail, phone and events
- Proven excellent presentation and written communication skills

- Demonstrated evidence of strong organizational and project management skills, including planning, delegating, program developing, task facilitation, recruitment and coordination of volunteers
- Demonstrated computer skills in social media platforms, databases, and other online and digital technologies
- Availability to work evenings and weekends and to travel as necessary for in-person meetings or to represent the organization

Preferred Qualifications

- Demonstrated and long-term passion for and understanding of the mission of the organization and steadfast commitment to the Marianist charism
- Active membership in a Marianist Lay Community or stated willingness to discern membership in a local Marianist Lay Community within one year of hire
- Evidence of practice of and participation in the Catholic faith tradition
- Advanced degree or certification in a relevant field, such as religious studies, pastoral ministry, business, marketing, non-profit management, or other closely related disciplines
- Articulated transparent and high integrity leadership philosophy
- Experience in working with volunteers of all ages
- Management experience in a non-profit or faith-based setting
- Demonstrated oral communication skills
- Proven evidence of building relationships and working with a variety of demographic populations and stakeholders
- Demonstrated ability to work independently
- Demonstrated ability to work on a mission-focused team

Compensation and Benefits:

Salary will be commensurate with experience and qualifications. Benefits include medical and dental insurance, and paid time off and holidays.

Working Conditions:

The National Director is a full-time, exempt, salaried position, averaging 40 hours per week and involving frequent weekend and evening hours. Work schedules will fluctuate for special occasions or with staffing needs. Interruptions may be frequent or rare, depending on day and time. Light carrying or lifting may be required. The National Director will work in geographic proximity to a center of Marianist activity, such as Dayton, Philadelphia, St. Louis, or San Antonio.

Reasonable Accommodations:

Lifting up to 25 pounds is essential for this position. Lifting weights above 25 pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

For questions and consideration for this position:

General questions may be directed to SearchChair@MLC-NA.org.

Interested persons are encouraged to submit a letter of interest, resume, three references with contact information, and a writing or presentation sample to the search committee at SearchChair@MLC-NA.org no later than 5:00 pm (eastern) on April 1, 2021.