

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

Title: Director - Marianist Social Justice Collaborative (MSJC)

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

FLSA: Exempt

Reports To: Chair – MSJC Steering Committee

GENERAL SUMMARY:

The Marianist Family Council of North America (MFC-NA) is seeking a Director for the Marianist Social Justice Collaborative (MSJC). The Director's primary focus is to unite and multiply the efforts of Marianists to act for social justice through carrying out the policies of MFC-NA. The Director will meet regularly with the Chair of the MSJC Steering Committee, who serves as liaison to the MFC-NA, and with the Chairs of the Issue Teams, who represent various social justice efforts, such as racial, environmental, and restorative justice. The Director is responsible for implementing both the vision of the MSJC Steering Committee and facilitating the day-to-day operations of the MSJC.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Responsibilities of the Director require consultation and coordination with the Chair of the MSJC Steering Committee, as well as collaboration with the MFC-NA and include:

- Assists the Chair of the MSJC Steering Committee and works with him/her to give overall guidance to MSJC.
- Assures that MSJC Issue Teams have adequate staff and other support to carry out their missions.
- Promotes communication within the Marianist Family by writing or soliciting articles for Marianist publications; coordinating the monthly *Justice Jottings*; and developing promotional literature.
- Maintains and updates the database of Marianist Family members and others connected to MSJC.
- Communicates and explores avenues of collaboration with the Marianist Family Council of North America and its three branches.
- Supports political actions, provides advocacy information and remains current on justice issues and initiatives as advanced by the Issue Teams and Steering Committee
- Coordinates ongoing formation by providing for support for the growth of Marianists in social justice and by developing justice resources from our contemporary and historical Marianist traditions.
- Plans Steering Committee and Coordinating Committee meetings. Prepares agendas and minutes of these meetings.

- Oversees the financial operations of the MSJC, including fundraising, including preparing grant proposals to support program and operation costs.
- Supervises the MSJC Assistant Director and collaborates with him/her in determining the most effective division of staff support for the work and projects of MSJC.
- Provides a written annual report to the Chair of the Steering Committee of the results of the activities associated with each responsibility and duty of the Director, including an assessment of the outcome. This report, which the Chair submits to the MFC-NA, is the basis of the yearly meeting in which proposed policies and priorities for the following year are discussed.

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
- Demonstrated evidence of strong organizational and project management skills, including planning, delegating, program developing, task facilitation, recruitment and coordination of volunteers
- 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 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, at least 5-years, passion for and understanding of the mission of the organization and steadfast commitment to the Marianist charism
- Active membership in an Issue Team or social justice effort or Marianist Lay Community
- Evidence of practice of and participation in the Catholic faith tradition
- Advanced degree or certification in a relevant field, such as pastoral ministry, social science, development economics, human rights, 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 nonprofit 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 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. It is preferred that the Director work in geographic proximity to a center of Marianist activity, such as Dayton, Philadelphia, St. Louis, or San Antonio or, if not, form strong working relationships with Marianists in those and other areas.

Annual Evaluation:

The Director's annual evaluation is conducted in the late spring with the Chair of the Steering Committee and, optionally, a member of the MFC-NA. The Director solicits input into the evaluation from Steering Committee members.

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. Other physical demands listed above are essential to this position for which no reasonable accommodation can be made.

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.

For Questions and Consideration for this Position:

General questions may be directed to MSJCsearch@gmail.com.

Application:

Interested persons are encouraged to submit a letter of interest, resume, 3 references with contact information, and a writing or presentation sample to the search committee at MSJCsearch@gmail.com no later than 5:00 pm (eastern) on **October 22, 2021**.