

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Director, Office of Sponsorship

FLSA: Exempt

Reports To: Provincial Assistant for Education

LOCATION: West Pine - St. Louis

GENERAL SUMMARY

The Director, Office of Sponsorship, provides vision, leadership, and support to the Office of Sponsorship team and Marianist institutions and ministries regarding mission integration and charism. Works independently and collaboratively to help achieve the goals, strategies, and objectives of the Office of Sponsorship and the Province.

PRIMARY DUTIES AND RESPONSIBILITIES

In leadership

1. Assures that the Office of Sponsorship has a long-range strategy that achieves its mission and moves forward with consistent and timely progress.
2. Leads the Office of Sponsorship team in collaborating and partnering with Marianist formation programs.
3. Provides leadership to the Office of Sponsorship staff in developing and carrying out programs and organizational/financial plans.
4. Leads the Office of Sponsorship team in building professional relationships with partners in mission, e.g., local bishops, diocesan offices, and other religious orders.
5. Leads the team collecting and sharing internal and external "best practices."
6. Leads the team in collaborating with the three universities the Association of Marianist Universities (AMU) sponsored.
7. Establishes sound working relationships with the leadership of Province-sponsored ministries.
8. Represents the Province of the United States and is an animator of the charism with sponsored ministries, other organizations, and the general public.
9. Ensures that job descriptions are maintained and developed, that annual performance evaluations are conducted, and that sound human resource policies are executed in the Spirit of Marianist leadership.
10. Ensures that staff development takes place regularly in the areas of Marianist charism, Marianist leadership, professional development, and education, and assists the staff in relating their specialized work to serving the sponsored ministries of the Province.
11. Maintains a climate that attracts, keeps, and motivates a diverse team of quality individuals.
12. Is open to the Spirit and the needs of the local Church and pursues sponsorship opportunities to provide service and ministry in a greater capacity.
13. Maintains a working knowledge of developments and trends in the ministry areas of the sponsored ministries.
14. Assists in search committees, as appropriate.

In accountability

1. Assures that the Office of Sponsorship and Province-sponsored ministries under the care of the Office of Sponsorship serve the mission of the Province.
2. Utilizes an approved set of criteria to evaluate current apostolic works and to identify future apostolic works being considered for sponsorship.
3. Continues the programming and evaluates the effectiveness of Province-sponsored formation programs (e.g., Teaching as Ministry Workshop, Head to Heart Workshop, Marianist Administrators Conference, etc.).

In fulfilling confidential requests from the Provincial Council

1. Assures that nominees for ministry board member positions are vetted consistently, confidentially, and professionally, as directed by the Provincial Council.
2. Researches proposed changes to corporate documents and makes recommendations to the Sponsorship Commission.
3. Maintains and facilitates the renewal of Sponsorship & Services Agreements with sponsored ministries.

In budget and finance

1. Develops and maintains sound financial practices.
2. Works with the staff in preparing a budget that operates within the Province's budget guidelines.

As part of the Sponsorship Commission (non-voting member)

1. Reports regularly to the Sponsorship Commission on the challenges, concerns, and successes in ministries.
2. Provides the Sponsorship Commission, on a regular basis, with progress reports on the assignments received from the Sponsorship Commission.
3. Presents information to the Sponsorship Commission regarding new sponsored ministries or termination of a sponsored ministry.
4. Receives, reviews, and submits to the Sponsorship Commission any extraordinary funding request(s) by ministries.
5. Communicates opportunities for professed religious to serve in sponsored ministries.

QUALIFICATIONS & EXPERIENCE

Bachelor's degree required; advanced degree/s in a professional area is desired. At least five years of ministerial experience in Catholic diocesan ministry, secondary schools, university, parishes, or retreat house; preference to Marianist ministries

SKILLS & ATTRIBUTES

1. Experience in for-profit or not-for-profit business and managing business plans, goal setting/measurements, personnel administration, budgeting, strategic planning, boards or advisory boards, team formation and training.
2. Excellent computer skills, knowledge, and skill in electronic-supported meeting coordination
3. Available for evening and weekend work

PHYSICAL DEMANDS

Work is generally in an indoor setting. Must be able to travel alone by plane and car. Must be able to handle and lift objects and materials of up to 20 pounds. Must be able to use a telephone (hear and speak) and a computer.

ACCOUNTABILITY

The Director of the Office of Sponsorship is directly accountable to the Provincial Assistant for Education.

REASONABLE ACCOMMODATIONS

Lifting up to 20 pounds is essential for this position. Lifting weights above 20 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.

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.

APPLICATION PROCESS

Requested Documents: Cover letter and resume.

Interested applicants should submit documents to: megarcia@sm-usa.org