



POSITION DESCRIPTION

Position Title:	Executive Director of Ministries	FLSA Status:	Exempt
Division:	St. Joseph Center	Salary Grade:	13
Department:	1006 Administration	Salary Range:	\$114,000-\$150,00 per annum (based on education & experience)
Reports to:	General Superior (or designate)	Last Update:	April 23, 2024

Position Summary: The Executive Director of Ministry is a dynamic leader who actively engages, creates, and nurtures a variety of organizations and partnerships through the lens of the 375-year-old mission and tradition of the Sisters of St. Joseph (CSJ). The Sisters of St. Joseph of Orange, a Religious Congregation in the Roman Catholic Church, strives to act with bold faith to address the ills of society, adapt to the needs of the time and offer a compassionate presence to the people it serves.

Initially positioned to act in a transformational capacity, the Executive Director of Ministry is responsible for leading the creation of an integrated operational and governance structure that supports existing and future ministries of the Congregation. In partnership with congregational leadership, the Executive Director of Ministries oversees the ministry directors for the Center for Spiritual Development, CSJ Educational Network, CSJ Justice Center, and St. Joseph Worker Program working to identify opportunities for operational efficiency, collaboration, and mission advancement.

Primary Responsibilities: This position is not limited to the essential functions listed below. Other projects and duties may be assigned.

- Ensures that the mission and values of the Congregation, as well as its Chapter statements and documents are integrated into the ministries
- Leads the creation of an integrated operational and governance structure that supports existing and future ministries of the Congregation, which may lead to new systems/structural directions
- Leads a process for the development of a common mission, vision, and values for the ministries
- Promotes collaboration with the ministries and shared services of the Congregation—HR, Finance, Communication, Mission Advancement, and Operations
- Fosters and maintains a team model of shared leadership
- Oversees the operation of the ministries: programs, planning, and evaluation

- Hires and terminates directors of the ministries in conjunction with the Director of Human Resources
- Works to sustain current and to explore new potential partnerships with other organizations that promote and extend the mission and values of the ministries and of the Sisters of St. Joseph of Orange
- Takes responsibility for the fiscal management of the ministries
- Fosters communication and appropriate interaction among all the groups at St. Joseph Center
- Ensures formation of new staff members
- Oversees succession planning
- Provides effective leadership and oversight of ministries--governance, operations, mission integration
- Reviews branding guidelines
- Works with the Advisory Council

Position Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education Requirements: bachelor's degree in a related field and ten years of experience in organizational management and operations.

- Master's degree in a related field and five years of experience in organizational management and operations preferred.
- Preference will be given to candidates with further training or certifications in nonprofit management, leadership, or pastoral theology

Minimum Experience Requirements:

- Extensive experience in leadership and management roles within a religious or faith-based organization
- Knowledge of leadership and management principles for nonprofit organizations
- Proven track record of successful strategic planning, organizational development, and implementation of initiatives
- Demonstrated ability to drive organizational growth, manage change, and foster innovation.
- Familiarity with Catholic Social Teaching and the traditions of the Roman Catholic Church

Skill Requirements:

Personal Skills:

- Embodies the mission of the Sisters of St. Joseph of Orange and seeks to incorporate and live out the values within the oversight, direction and visioning of the ministries
- Demonstrates an ability to inspire and motivate others to promote the philosophy, mission, vision, values and goals of the Congregation and its ministries
- Exhibits energy, ability, initiative and creativity to lead, foster and maintain a vibrant organization
- Adheres to and promotes the highest ethical standards throughout the organization
- Possesses a personal presence characterized by honesty, integrity and caring
- Demonstrates an ability to promote harmony and cooperation among groups
- Operates from a style of collaborative leadership
- Exhibits a high level of self-awareness and emotional intelligence
- Acts from a foundation of personal faith is open to engaging with staff of different faith and cultural traditions

Professional Skills:

- Knowledge of leadership and management principles, specifically as exercised through the CSJ mission and values
- Strong oral and written communication skills, analytical skills, listening skills, planning and time-management skills; able to engage in courageous conversations
- Ability to envision and effect future possibilities for ministry development and expansion
- Strong knowledge of organizational development, including budget development, financial, and legal matters.
- Understanding of and commitment to diversity in the workplace

Physical Demands and Working Conditions

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions while performing the essential functions of this job

Essential Values-Based, Leadership and Management Competencies: Demonstrates competencies in line with the four core values that are the foundation of all activities performed by employees in order to achieve the Mission of the Sisters of St. Joseph.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's Signature: _____

Date: _____

Print Name: _____

Supervisor's Signature: _____

Date: _____

Print Name: _____