



## MARYKNOLL LAY MISSIONERS POSITION DESCRIPTION EXECUTIVE DIRECTOR

### **Organization**

Founded in 1975, Maryknoll Lay Missioners (MKLM) is a Catholic organization inspired by the mission of Jesus to live and work with poor communities in Africa, Asia and the Americas, responding to basic needs and helping to create a more just and compassionate world. MKLM was incorporated in 2004 as a 501c (3) non-profit organization and is recognized canonically within the Catholic Church as an Association of the Faithful under the Vatican's Dicastery for the Laity, Family and Life. Though MKLM is a distinct legal and canonical entity, it shares in the history, charism, and passion for mission established by its forebears and enduring partners, the Maryknoll Fathers and Brothers (Society), and the Maryknoll Sisters (Congregation). Annual revenue is approximately \$5M. For more information, please visit [www.mklm.org](http://www.mklm.org)

### **Position Summary**

A leading U.S. lay apostolate, MKLM presents a unique opportunity for a dynamic individual to effect and shape global mission for the 21<sup>st</sup> century. The Executive Director (ED) maintains strategic and operational responsibility for MKLM while animating a vision of Catholic mission that is transformational in its solidarity with the economically poor and marginalized. Responsible to a Board of Directors and guided by MKLM's core values, the ED forges a strong and cohesive mission support team in the U.S. while empowering overseas missionaries to serve capably in their diverse ministries. The ED will demonstrate a servant leadership management style. The ED furthermore serves as a spokesperson for laity in mission and assists in animating the U.S. Church to call forth new generations of Catholics in Gospel service on the world's margins.

### **Required Position Criteria**

#### **Education:**

B.A. or B.S. required. Advanced degree preferred, especially in Theology, Missiology or Non-Profit Management.

#### **Experience:**

- Five years minimum senior management experience with demonstrated record in a cross-cultural or international organization composed of diverse staff/members engaged in a common mission oriented toward personal and social change.
- In-depth knowledge of the Catholic Church, its structure, diversity and global mission.
- Demonstrated proficiency in strategic planning, budgeting, sound fiscal stewardship, operational management and outcomes-based assessment creatively effecting long-term sustainability and growth of a multi-million dollar organization.
- Strong marketing, public relations and fundraising experience with skilled practice of engaging a wide range of internal and external stakeholders across diverse settings.
- Demonstrated success in working with a Board of Directors and cultivating new board member relationships.
- Experience working in collaboration/partnership with diverse organizations and individuals.
- Work experience abroad, second language proficiency or full-time service as a member of an overseas or cross-cultural mission program strongly preferred.

#### **Skills:**

- Strong written and verbal communication skills with ability to communicate clearly, persuasively and passionately.

- Excellent interpersonal skills and proficiency in developing, motivating and coaching a high-performance team.
- Excellent listener able to synthesize information quickly and succinctly.
- Well-practiced in servant leadership management skills.
- Proficient in all commonly used Microsoft Office software (to include Excel, Word and PowerPoint, etc.), and in personal/organizational social networking applications (Facebook, Instagram, LinkedIn, etc.).

### **Principal Responsibilities:**

- Strategically lead a Catholic lay apostolate in realizing and defining mission in the 21<sup>st</sup> century;
- Model a servant leadership management style;
- Promote organizational growth and viability through excellence in administration, operations, finance, fundraising, communications and other organizational tasks;
- Develop, cultivate and implement organizational goals while providing oversight for resource development and stewardship;
- Facilitate internal dialogue/understanding among staff and MKLM missionaries;
- Actively support the recruitment of new missionaries, the retention of experienced missionaries, the ongoing engagement of returned/former missionaries and the goodwill/support of organizational partners and benefactors;
- Expand revenue generating and fundraising activities in support of operations and future expansion;
- Establish and nurture working partnerships with donors, community and Church leaders, mission sending organizations and other major stakeholders with particular attention to unique and longstanding relationships with the Maryknoll Society, Congregation and Affiliates;
- Foster an environment that promotes gospel values and fully aligns MKLM with Catholic social teaching and its broader social justice principles; and
- Develop, energize and support the Board of Directors; in an ex-officio capacity on the Board.

### **Physical Requirements**

- Extensive international and domestic travel.
- Physical travel between floors and throughout campus facilities using stairs/elevators.
- Manual transport of presentation materials, books, forms, equipment, supplies, etc.
- Manual dexterity and visual/aural acuity for use of common communication and electronic equipment.