Executive Director

As the Chief Executive Officer of the corporation, the Executive Director is responsible for the overall direction and management of the corporation. This includes the development and implementation of strategic goals and action plans in coordination with the Partners in Franciscan Ministries Board of Directors. The Executive Director will, in accordance with the policies established by the Board of Directors, provide oversight and resource for mission development, sustainability, quality of service and strategic planning of the sponsored ministries. The Executive Director will act as facilitator to the Member of Partners in Franciscan Ministries i.e., the leadership team of the Sisters of St. Francis of the Neumann Communities.

Accountability: The incumbent will report to the Board of Directors of Partners in Franciscan Ministries.

Essential Functions:

The Executive Director will:

• Manage direct relations with the incorporated ministries
• Report to the Board of Directors
• Prepare and submit a corporation budget
• Prepare all reports required by the Board of Directors
• Prepare and file civil reports required by federal and state agencies

Sponsored Ministries:

• Oversee ministries adherence to mission, vision, and values of the Sisters of St. Francis of the Neumann Communities in collaboration with the Director of Mission Integration.
• Serve as a resource to the ministries by planning and developing with the Director of Mission Integration, formation and orientation programs for new board directors, administrators and personnel.
• Prepare and monitor the management agreement with the sponsored ministries.
• Prepare and report data and information about the vitality and viability of each incorporated ministry to PFM and the leadership of the Sisters of St. Francis of the Neumann Communities.
• Lead PFM’s management of the Nazareth Fund including direct coordination with the fund’s administrator, assisting with publicizing and coordinating the availability of funding and awarding of funds, and in the preparation of reports and other materials for the Nazareth board of directors.

January 28, 2020
• Prepare the communication of PFM’s board meetings to the ministries with written communication i.e., board terms, board appointments, board meeting dates, annual meeting data, strategic directions and oversight to the adherence to individual ministry By-Laws.

• Prepare the board agenda in conjunction with the Chair of the Board of Directors of PFM incorporating the strategic direction for the corporation.

• Collaborate with each sponsored ministry’s Board of Directors regarding strategic direction and succession planning.

• Plan and execute a biannual convocation event convening leaders of each sponsored ministry.

• Strengthen the local ministry board with strong governance by implementing and adhering to PFM’s Governance Manual and their own incorporating documents.

• Prepare articles and publications from the office of sponsored ministries.

• Develop and maintain, in conjunction with the Director of Mission Integration, effective profession communication and support between the office of sponsorship and the board members of PFM, organizational leaders, mission representatives and individual boards of each ministry.

• Participate in celebrations, recognize achievements, and attend major events of the sponsored ministries.

• Maintain corporate document and records

• Supervise the part-time office manager.

Unincorporated Ministries:

• With the Director of Mission Integration, act as a resource and support service by offering educational and materials for staff and administrators related to mission effective practices and leadership development

Non-essential Functions:

• Other duties or projects as assigned

Community Conformance:

The responsibilities and duties of PFM Executive Director involves representing the Sisters of St. Francis of the Neumann Communities and fostering a work environment that respects the dignity of each person with meaning and pride in accomplishments. It is essential that Franciscan values of reverence, justice and compassion are modeled in all aspects of professional performance, quality of work, communication, and interaction.

Knowledge, Skill and Abilities:

January 28, 2020
• Bachelor’s degree and significant experience in non-profit or social services industry
• Knowledge of board governance and responsibilities
• Knowledge of sponsorship and its responsibilities and actions
• Leadership, strategic planning, management and supervisor ability
• 5 or more years of related experience in an executive position
• Experience with financials, contract/agreements, budgeting, and governmental regulations
• Understanding of, and commitment to support the Franciscan values of the sponsored ministries
• Strong organizational and administrative skills and ability to adapt to changing environments with evolving systems and structures in religious life.
• Possesses strong interpersonal skills and demonstrates the ability to facilitate effective collaboration
• Demonstrated computer skills and ability to set up and maintain computerized record keeping
• Possesses excellent written, verbal and interpersonal communication skills
• Takes initiative and can work independently
• Able to manage multiple priorities and tasks simultaneously
• Available to travel regularly to ministry and Community locations throughout the country

Work Environment/Physical Activity:

Working Conditions: Normal office environment with a religious community
Culture Environment: The house of a religious congregation
Equipment Used: Office equipment, computers and peripheral equipment
Software Used: Microsoft Office Products

Position:

Work Hours: 8:30 AM - 5:00 PM  Hours may vary due to meetings, events, travel, etc.

Benefit Eligible: YES  Full-time Employee

January 28, 2020
**Critical Features:**

The critical features of this job are described herein. They are intended to describe the general nature of the position and the level of work required and are not meant to be an exhaustive list of all responsibilities, duties and skills required. They may be subject to change due to reasonable accommodation or other reasons. Nothing in this job description restricts the management’s right to assign or reassign duties and responsibilities to this job at any time.

**How to Apply:**

Please send your cover letter and resume by email to bsio@centerstateceo.com