



Leadership Consultant (Part-time) Position Description

Reports to: Jennifer Fiduccia, Leadership Consultant Director

Approval: Daniel Cellucci, CEO

FLSA Status: Exempt

Vision

We see a world where each individual understands their God-given mission in life and is doing their best to fulfill it; a world where Catholic leaders are influential voices in society; a world where Jesus' example of loving, servant leadership is modeled in every family, workplace, parish, and community.

Purpose

Catholic Leadership Institute (CLI) provides bishops, priests, deacons, religious, and lay persons in the Roman Catholic Church with world-class, pastoral leadership formation and consulting services that strengthen their confidence and competence in ministry, enabling them to articulate a vision for their local church, to call forth the gifts of those they lead, and to create more vibrant faith communities rooted in Jesus Christ.

Position Summary

The Leadership Consultant (part-time) is responsible for consulting and/or presenting leadership development instructional programs to Catholic bishops, priests, religious and lay leaders; delivery may be in-person or virtually. Also responsible for completing all associated administrative functions. The Leadership Consultant (part time) may also be on project delivery teams that include consulting, mentoring and/or coaching.

Travel up to 4-10 days/month including up to 2-6 actual delivery days (usually held on weekdays). Travel may include international destinations.

Key Responsibilities

- Deliver soft skills and leadership training to adult learners, using a variety of instructional techniques and formats, including facilitating team exercises, role playing, group discussions, etc.
- Lead others through specific strategic planning process with the goal of creating short- and long-term strategic plans
- Analyze data, including ability to identify themes and bring context to the results
- Manage high-profile projects ensuring high-quality results are delivered on time and within budget
- Analyze data, including ability to identify themes and communicate trends
- Deliver, present, and analyze individual and team assessments, including creating and maximizing

development strategies/coaching opportunities as well as leading individuals and teams on interpreting and using assessment results

- Lead virtual and in-person meetings, trainings, and debriefing sessions
- Participate in or lead project teams supporting content development, contract fulfillment, and client engagement.

Qualifications/Skills/Competencies

- Practicing Roman Catholic with a strong understanding of Catholic culture, Church structure, parish life, and evangelization
- Creating/delivering soft skills and leadership training to adult learners, using a variety of instructional techniques and formats
- Proficiency in identifying key themes and developing inferences from both qualitative and quantitative data
- Experience in classroom management and group facilitation skills; ability to actively engage learners both in person and virtually; strong knowledge of adult learning theories, learning styles, and adult motivation techniques
- Experience with giving assessments and debriefing results, post-assessment development strategies, and leadership coaching as well as leading others through a strategic planning process.
- Ability to interact and influence all levels of an organization, with outstanding people skills, especially in a close team environment; builds trust quickly and demonstrates confidence in oneself and in others' abilities
- Excellent written and verbal communication skills, including the ability to communicate effectively in varied environments (i.e., in person, virtually, by phone, text, email, instant messaging, as well as other electronic communication methods, as appropriate); also comfortable with Microsoft Office products.
- Ability to work independently over periods of time without daily direction
- Comfort with ambiguity and ability to manage dynamic environments and situations

Education and Experience

- Bachelor's degree from an accredited university in Business, Psychology, Human Resources, Theology or related fields or equivalent 3-5 years of business/leadership/non-profit experience
- 5-8 years staff or key volunteer leadership experience in a Catholic parish, diocese or other non-profit organization preferred
- Proficiency in Spanish is preferred
- Leadership coaching certification a plus