



Executive Vice President Position Description

Organization: Catholic Leadership Institute

Reports to: CEO

FLSA Status: Exempt

Approval: Daniel Cellucci

Effective Date: July 2020

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:

Approaching 30 years of service to the Church, CLI is poised for exponential growth of its service to the Church at a critical time in the life of Catholic faith. In order to seize this potential and continue this trajectory of growth, Catholic Leadership Institute is in need of a senior executive to join a talented team of passionate professionals to support effective planning and integration across disciplines, to expand proactive and intentional communications to all stakeholders, and to bring a strategic perspective to this apostolate.

The Executive Vice President (EVP) works in tandem with the CEO and Leadership Team of Catholic Leadership Institute to ensure the achievement of the apostolate's strategic direction and the fulfillment of client services. Reporting to the CEO, s/he will: manage all operational planning, marketing and communications, impact measurement and thought leadership, as well as any technology and system-related or enabled initiatives. This role is both leader and support. The EVP is a senior member of the Leadership Team and a key internal leadership role. The EVP will possess both strong leadership skills and the ability to approach business from a creative point of view.

This position is located at the CLI office, currently in Malvern, PA. Travel is required.

Desired Qualifications:

Education and/or Experience:

- Bachelor's Degree required; advanced degree a plus
- 7-10 years of responsible leadership experiences managing cross-functional activities in Catholic parish or diocese preferred
- 5+ years in executive leadership positions

- 5-7 years of supervisory and project management experience required
- 2-5 years of communications and marketing experience required
- Experienced process driven leader capable of process development and implementation
- Experience managing technology and system-related projects required
- Experience with data science, impact measurement, and research required

Critical Qualifications/Skills:

- Strong understanding of Catholic culture, structures, parish life, ministries, and roles
- Demonstrated ability of project management skills
- Ability to lead and adapt in a fast-paced start-up environment.
- Be able to diagnose problems quickly and have foresight into potential issues
- Demonstrated track record of success in scaling up organizations.
- Understanding of financials, budgeting, and resource management
- Excellent organization, communication, interpersonal and relationship management skills required
- Solid grasp of data analysis and performance metrics
- Ability to interact and influence at all levels of an organization
- Demonstrated experience working with external stakeholders (e.g. Board of Directors, external task forces, major donors and clients)
- Excellent public speaking skills
- Comfortable with changing and adapting to respond to clients and organizational change
- Must be a team player and be self-motivated
- Knowledge of adult learning theories, learning styles, and adult motivation techniques a plus
- Working knowledge of Microsoft Office suite required
- Experience with CRM applications, project management tools, and other technology preferred such as Blackbaud Raiser’s Edge and Adobe InDesign, as well as data analytic software and learning management systems

Key Responsibility Areas

AREA	KEY RESPONSIBILITY AREAS
<p>EXECUTION AND INTEGRATION (50%)</p>	<p>Prayerfully discern, create, and implement a vision and plan for Catholic Leadership Institute to serve and support the leadership development needs of the Roman Catholic Church.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Leading the operational planning for Catholic Leadership Institute inclusive of ad-hoc and ongoing engagement of the Board of Directors and other key stakeholders • Leading internal teams and ensuring cross-functional coordination, integration and clarity with respect to strategic initiatives and organizational priorities • Driving strategic initiatives from vision to reality – developing and implementing in-depth project plans for new initiatives as well as planning for future refinements and revisions of these initiatives. • Coordinating the preparation and reporting for full meetings of the Board of Directors and the Executive Committee of the Board • Define and implement innovative technology solutions that support our leadership formation and consulting services as well as future cloud based/social media platforms for community outreach and collaboration

	<ul style="list-style-type: none"> • Create and/or implement tools that provide insight and knowledge into CLI’s business performance and enable scale
<p>PEOPLE (10%)</p>	<p>Recruit, develop, and learn with the team of staff, volunteers, and strategic partners and vendors who have the gifts, talents, and commitment necessary in order to serve Christ and to fulfill Catholic Leadership Institute’s vision and plan.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Collaborate with the Leadership Team to provide ongoing capacity planning and recruitment goals and strategies • Manage significant vendor relationships and strategic partnerships to ensure execution against deliverables and remains on budget and in scope • Supervise and develop any assigned full-time, part-time or hourly team members
<p>THOUGHT LEADERSHIP (20%)</p>	<p>Develop, oversee, and share CLI’s thought leadership to ensure that the apostolate is prioritizing significant questions to answer for the Church, following proven practices for such research, and disseminating learnings in a systematic way that will equip Church leaders for the next generation.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Assemble and supervise the necessary human and additional resources to analyze and discern insights from the data CLI is collecting • Map and integrate data inputs from various sources (Called for More, DMI, etc) • Initiate and guide conversations to discern and prioritize the key strategic questions CLI will explore in the future • Ensure proper protection of CLI intellectual property and data rights in any partnership or vendor relationship
<p>MARKETING AND COMMUNICATIONS (20%)</p>	<p>Envision and execute a comprehensive and disciplined marketing and communications strategy to clients, donors, and the general public in order to share the good news of CLI’s ministry that attracts the necessary talent, resources, and interest to advance the mission.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Collaborate with the Philanthropy and Ministry Development teams to develop, execute, and refine a coordinated messaging and communication plan annually • Assemble and supervise the necessary human and additional resources to execute collateral and material needs • Spearhead and collaborate with external vendors that support the design or execution of brand-related initiatives • Ensure consistent communication and brand standards across department initiatives

Critical Success Criteria:

- **Self-Assurance and Humility:** Has deep trust in the Lord and in one’s ability to meet most challenges. Inspires self and others to fulfill commitments and achieve a positive outcome. Does not seek personal recognition but is committed to the success and growth of others. Makes it about the other person rather than about self. Invites others to more fully participate and open up. Understands that “I have to do it myself and I can’t do it alone.” Values excellence and is committed to lifelong growth in holiness, confidence, and competence.

- **Comfortable with Ambiguity:** Has ability to ‘go and figure it out’ when all necessary information is not available. Is willing to make quick decisions even without all the facts. Handles deviations from routine without assistance; readily accepts changes in procedures, assignments and priorities. Takes change in stride; adapts, improves and overcomes obstacles and challenges. Can balance competing priorities in assignments. Doesn’t dwell on the negative or downside of things or decisions.
- **Resilient Drive:** Has the ability and energy to do what it takes to be faithful to God’s call and to one’s unique role in service to the CLI Vision and Mission. Is motivated to achieve his/her goals and to support the goals of the organization, knowing that that will require effort, flexibility and skill. Anticipates problems and obstacles and brings resourcefulness and a “can-do-spirit” to both short and long-term goals and tasks. Finds satisfaction in the living out of one’s purpose and values and in the effort it takes to achieve one’s key responsibilities and SMART Goals. Is committed to the development and training that it will take along the way.

Application Procedure:

A complete application includes a resume and a cover letter with salary requirements describing the candidate’s reasons for considering the position and perceptions of what makes him/her a good fit. For consideration, please e-mail the cover letter and resume to: HumanResources@catholicleaders.org. Phone screenings will be made with selected candidates before face-to-face interviews.