



## Leadership Consultant/Master Trainer Position Description

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Reports to: Lucille Smith, VP, Episcopal and Client Services      Effective Date: September 2020  
Approval: Daniel Cellucci      FLSA Status: Exempt  
CEO

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### **Vision:**

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/Master Trainer is responsible for service delivery to Catholic dioceses, bishops, priests and lay leaders and for completing all associated functions (delivery may be in person or virtually). Projects include leadership training, facilitating, professional coaching, and consulting. Service support includes the design, oversight and evaluation of CLI service projects. Specifically, the full time Leadership Consultant/Master Trainer is responsible for but not limited to the following:

- Service delivery to fulfill assigned projects/contracts
- Create, monitor, and lead major CLI projects for client diocese
- Manage internal and external staff for major projects
- Create and maintain a project plan
- Develop content and update curriculum
- Train and develop new Leadership Consultants including platform skills and content

Travel is typically up to 12-15 days/month including up to 6-10 actual delivery days. Travel may also include international destinations.

### **Requirements:**

#### **Education and/or Experience:**

Bachelor's Degree in Business, Psychology, Organizational Development, Theology or related fields.  
Master's Degree preferred.

- Proven track record of leading others through a strategic planning process
- Proven track record of successfully delivering soft skills leadership training to adult learners, using a variety of instructional techniques and formats to include role playing, team exercises, group discussions, videos, lectures and blended learning or proven experience as a business consultant
- Demonstrated experience with leadership development strategies, methods, and best practices with experience in a church or non-profit setting a plus

- Experience working independently over periods of time without daily direction
- Experience leading others in organizations preferred
- 5-10 years' staff or key volunteer leadership experience in a Catholic parish, diocese or organization strongly preferred.

**Critical Qualifications/Skills:**

- Strong understanding of Catholic culture, structures, parish life, ministries, and roles
- Knowledge of adult learning theories, learning styles, and adult motivation techniques
- Classroom management and group facilitation skills; ability to actively engage learners both in person and virtually
- Management, mentoring and/or coaching skills
- Project management proficiency
- Strong verbal and written communication skills
- Outstanding interpersonal skills
- Ability to interact and influence at all levels of an organization
- Working knowledge with Microsoft products required

**Key Responsibility Areas:**

AREA	KEY RESPONSIBILITY AREAS
<b>SERVICE DELIVERY</b>	Lead, present and facilitate CLI's varied services to Catholic bishops, priests, deacons, seminarians and lay leaders to strengthen their confidence and competence in ministry, so that they can create more vibrant faith communities rooted in Jesus Christ.
<b>SERVICE SUPPORT</b>	Manage, coordinate and assess service designs and projects in keeping with the particular Leadership Consultant assignment so that there is alignment in standards of service across the organization.
<b>TRAINING &amp; DEVELOPMENT</b>	Coordinate, design, support and/or deliver the initial and ongoing training of Leadership Consultants so that all are equipped and motivated to effectively serve CLI and its clients and fulfill their roles and purposes.
<b>ORGANIZATIONAL ALIGNMENT</b>	Create, support and enhance relationships with appropriate team members, clients, donors, board members, external subject matter experts and other stakeholders to help CLI's apostolate thrive as we grow organizationally and serve faithfully the Church we love.

## **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.