

Section 1. Leadership Consultant Job Description

Reports to: Leadership Consultant Manager	FLSA Status: Non-exempt	Approval: CEO
Effective Date: January 1, 2024	Location: Remote	Travel: Required

Vision: Catholic Leadership Institute (CLI) sees 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: CLI provides bishops, priests, deacons, religious, and lay persons in the 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: Leadership Consultants accompany clergy, religious, and lay Church leaders using CLI's proprietary methods of consulting, coaching, training/development, and mentoring, both in-person and virtually, to build greater confidence and competence in ministry. Leadership Consultants analyze data to interpret key themes and patterns, identify actionable insights, partner with clients to implement pastoral plans, and assess outcomes. This unique accompaniment work empowers leaders to forge the future of our Church in the Apostolic Age. **Leadership Consultants must be able to commit to an average of 20 hours per week and must be available to travel two to three times per month, for up to ten days total; may include occasional international travel.**

DESIRED QUALIFICATIONS

Qualifications

- Practicing Catholic with a deep love of the Roman Catholic Church
- Bachelor's degree from an accredited university
- Three to five years of experience in business, psychology, human resources, theology, pastoral ministry, education, non-profit leadership, or a related field
- Three to five years of staff or key volunteer leadership experience in a Catholic parish or diocese

Preferred Relevant Experience

- Certificate in catechesis, adult formation, or pastoral ministry
- Experience in leadership consulting, coaching, volunteer management, spiritual direction, project management, organizational development, change management, or counseling
- Experience advising and accompanying clergy or organizational leaders by providing feedback, addressing change, or giving recommendations or direction
- Certifications in coaching, DISC, StrengthsFinder, or other personality/leadership style assessments

Competencies and Other Skills

- Strong understanding of the Catholic culture, Church structure, parish life, ministries, roles, and evangelization and discipleship
- Comfortable leading prayer and other spiritual practices for groups to ground and center a process in Christ

- Demonstrated group facilitation skills with proven ability to listen actively and engage stakeholders and manage group dynamics both in-person and virtually
- Confident public speaker with ability to lead a client or project towards desired outcomes while providing pastoral accompaniment
- Strength in gathering and interpreting data to identify and solve a specific problem and ability to present and communicate the findings to various audiences
- Collaborative leadership skills that foster confidence and cooperation with all internal and external colleagues and clients; commitment to seeking and responding to feedback to improve collaboration
- Proven ability to lead others through periods of change with a hopeful resilience and trust in the process; confident in ability to innovate
- Exceptional emotional intelligence and interpersonal skills, including the ability to quickly build trust, establish rapport, coach senior leaders, and influence at all levels of an organization
- Comfort working across populations with differing expressions of ecclesiology, theology, politics, and culture
- Intercultural competence including necessary skills, attitudes, and language aptitude to serve in one or more of the diverse communities present in the Catholic Church in the United States today
- Self-starter with ability to work effectively in a remote environment, set priorities, and meet deadlines without direct supervision and demonstrate agility and adaptability as requirements or processes evolve
- High level of expertise and confidence with Microsoft Office products and tools for remote and virtual work; comfort facilitating virtual meetings with large and small groups

KEY RESPONSIBILITY AREAS

FUNCTIONAL AREA	KEY RESPONSIBILITY AREAS	ONGOING FUNCTIONS
Service Fulfillment	Plan, lead, and deliver CLI's range of formation and consulting services that strengthen the confidence and competence of clergy, religious, and lay Church leaders in ministry, enabling them to articulate a vision for their local church, to call forth the gifts of those they lead, and to reshape their parishes as more vibrant witnesses of hope and beacons of light in this new apostolic era.	<ul style="list-style-type: none"> • Collaborate with key internal and external project stakeholders to effectively lead the project team and drive project outcomes • Maintain a professional persona and client mindset marked by effective communication, empathy, and accompaniment • Lead others through a planning process of priority identification, goal setting, and a plan for implementation in the short- and long-term • Identify and address personal leadership development goals for clergy and lay leaders through coaching to motivate and encourage them in their role • 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. • Collect, analyze, and synthesize data, drawing conclusions and imagining possible action steps; facilitate client understanding of data and reports • Complete in a timely manner all related administrative and reporting duties

Ongoing Development	Actively seek, engage in, and initiate ongoing opportunities for training, development, and formation, especially through CLI Academy and other CLI-provided training opportunities, to develop the mindsets and skillsets necessary to serve the Church as it forges a path in this apostolic age.	<ul style="list-style-type: none"> • Participate in internal CLI development and formation opportunities, including CLI Academy, to further knowledge base, skills, and workplace culture • Actively seek feedback and set personal goals to grow in skillset and mindset • Acquire fluency and confidence with CLI program curriculum and content • Strengthen delivery and coaching skills rooted in best practices for adult learners • Research, collaborate on, and learn new content that is created
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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 participate and open up more fully. 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.