



Manager, Ministry Development

Position Description

Organization: Catholic Leadership Institute

Reports to: Vice President for Innovation and Development

Approval: Daniel Cellucci

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 Manager, Ministry Development works cross functionally to ensure the maintenance and growth of clients engaged in all offerings from the Catholic Leadership Institute in order to equip leaders in the Roman Catholic Church in their ministry. As both a leader and internal service provider, under the direction of the Vice President for Innovation and Development, s/he will manage all aspects of external-facing activities and communications related to business development including:

- Drive client pipeline from initial communication through turnover to fulfillment
- Act as the initial point of contact and provide triage routing for client inquiries
- Support ministry development efforts, as requested
- Communicate and report on status of ministry development goals vs. client prospects
- Draft and manage client proposals and agreements
- Analyze client requests in support of product development initiatives
- Ensure clear communication and documentation of client requirements
- Build and maintain relationships with key client contacts
- Develop communication strategies to engage clients
- Coordinate and implement annual client relationship sessions
- Provide ongoing care and support for clients
- Promote awareness CLI Mission and services

In this role, you are the person that manages and supports the ministry development process. If you are curious and creative, have excellent organizational skills, and you thrive in connecting the pieces of an organization, then this is a role for you.

This position can be remote or combination of remote and in office. Occasional travel required.

Desired Qualifications:

Education and/or Experience:

- Bachelor's Degree required, advanced degree a plus
- 2-5 years of responsible leadership experiences in business development and marketing
- Experience with client and consultant agreements or contracts preferred

Critical Qualifications/Skills:

- Practicing Roman Catholic
- Respect for and understanding of the Roman Catholic community, parish life, and ministry
- Excellent organization, interpersonal and relationship management skills required
- Solid understanding of business development, client support, and customer satisfaction functions
- Experience in creating marketing communications – electronic and mail
- Demonstrated effective project management skills
- Comfortable with changing and adapting to respond to clients and organizational change
- Must be a team player and be self-motivated
- Working knowledge of Microsoft Office suite required.
- Experience with CRM applications, website management, and technology preferred including Blackbaud Raiser’s Edge and Adobe InDesign.

Key Responsibility Area:

AREA	KEY RESPONSIBILITY AREAS
MINISTRY DEVELOPMENT MANAGEMENT	<ul style="list-style-type: none"> • Create, manage, track, and respond to the varied business development opportunities and activities, planned or spontaneous, in order to expand our service to the Church. • Oversee and coordinate select opportunities to maintain yearly renewable contracts and grow revenue for the organization.
COMMUNICATIONS/MARKETING	<ul style="list-style-type: none"> • Identify, capitalize, and execute on opportunities to communicate the mission of CLI with external constituencies so that the good news of our work reaches its maximum impact.
SERVICE AND CONTENT DEVELOPMENT	<ul style="list-style-type: none"> • Collaborate with Vice President of Innovation and Development for content creation and design. • Support the grant proposal and innovation development process
EPISCOPAL SUPPORT AND CARE	<ul style="list-style-type: none"> • Create, manage, track, and execute communications with US and Canadian Bishops in order to provide quality support and care. • Create and edit content for newly introduced services including training, learning and visual aids and marketing materials.

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.