



Leadership Consultant – Per Diem Position Description

Reports to: Lucille Smith, VP, Episcopal and Client Services

Effective Date: August 2019

Approval: Daniel Cellucci
CEO

FLSA Status: Exempt

Vision:

Catholic Leadership Institute (CLI) provides bishops, priests, deacons 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.

Purpose:

Catholic Leadership Institute (CLI) provides bishops, priests, deacons 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 per diem Leadership Consultant is responsible for consulting and/or presenting leadership development instructional programs to Catholic bishop, priests, religious and lay leaders and for completing all associated functions (delivery may be in person or virtually). Per Diem Leadership Consultants may also be on project delivery teams that include consulting and/or coaching. Travel up to 4-10 days/month including up to 2-6 actual delivery days (usually held on weekdays) is anticipated. Travel may also include international destinations.

Seeking 3-5 Per Diem Leadership Consultants; 2-3 will be Spanish bi-lingual.

Position Requirements:

Education and/or Experience:

A minimum of a 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 nonprofit 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
- Distance learning experience, content development and delivery, 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
- Proficiency in Spanish