

# **Catholic Leadership Institute**

## **VP, Ministry Development and Client Services**

### **Position Description**

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Organization: Catholic Leadership Institute

Effective Date: July 2018

Reports to: CEO

FLSA Status: Exempt

Approval: Daniel Cellucci  
CEO

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#### **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 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.

The Catholic Leadership Institute's mission is to build Catholic leaders for today and tomorrow. We empower people with the finest leadership skills and tools to help them reach their God-given potential as Catholic leaders and Christian witnesses in their family, workplace, community and Church.

As a potential employee of CLI, you are a community relations representative both on and off the job. We ask that you learn about our organization so that you can speak confidently about CLI in all your associations.

#### **Position Summary:**

The Vice President, Ministry Development and Client Services is responsible for initiating, cultivating and maintaining the relationship with the bishop and diocesan leadership in the assigned dioceses (arch). The VP of Ministry Development and Client Services has ultimate accountability for all programs and services offered to assigned diocese (arch). As part of the Leadership Team, the VP will work closely with all areas of the organization, the CEO, the VP, Episcopal and Client Services, and will be responsible for the ministry development strategy and implementation as well as leadership and management of assigned contracts.

Specifically, the Vice-President, Ministry Development and Client Services will:

- Lead business development and strategy meetings with bishops, dioceses and/or parishes as well as partner with the Philanthropy team on any donor-funded service opportunities
- Drive and manage the pipeline of potential opportunities
- Evaluate and decide on any unsolicited ministry opportunity(s) within a diocese
- Provide strategic direction for any custom services and overall ministry development direction and process
- Maintain communication and relationship with bishops and dioceses throughout contract fulfillment
- Lead, inspire, and supervise a team to support client services
- In collaboration with your counterpart VP, Episcopal and Client Services, assign individuals to contracts (project leads, client service coordinators, client service delivery team)

- Collaborate with the leadership team regarding Ministry Development and service offering, and related strategies, plans, and initiatives; advise on potential impactful competitive market issues
- Receive and provide response to any issues surfaced by individuals assigned to a contract
- Conduct onsite observations or visits on ongoing services

**Education**

Bachelor's degree in business, communications or marketing preferred. Graduate degree in a related field is desired.

**Critical Qualifications/Skills**

- Demonstrated commitment to the mission of the Roman Catholic Church and familiarity with diocesan and parish structures and a thorough understanding of Catholic parish life and ministry. Working knowledge of relevant Canon law desirable.
- Minimum 10 years of demonstrated experience and leadership in developing, implementing, and managing a comprehensive strategic sales or philanthropic plan to advance an organization's mission and goals. Documented experience developing a successful marketing campaign that led to sustainable growth.
- Professional leadership experience including animating collaborative teams, management and oversight of employees, program coordination and budgeting.
- Demonstrated sensitivity to a multicultural church; Multi-lingual/bi-lingual is desirable.
- Experience in managing a brand, including positioning and branding to strengthen identity.
- Extensive experience in adult learning and developing and/or executing a standards-based professional or ministerial development program is highly desirable.
- Possesses a high degree of initiative, flexibility, and collaboration to achieve objectives and meet demands.
- Exhibits excellent written, verbal and public speaking skills.
- Exceptional interpersonal skills, sense of humor, highly intuitive, excellent at networking.
- Demonstrated excellent strategic planning and organizational skills,
- Has proficiency with information technology, including Microsoft office suite.
- Ability to interact and influence at all levels of an organization.

**Key Responsibility Areas**

AREA	KEY RESPONSIBILITY AREAS
VISION AND PLAN	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.
EPISCOPAL AND CLIENT RELATIONSHIP	Initiate and cultivate relationships with bishops, pastors and key staff to expand and deepen the partnership between Catholic Leadership Institute and their local Churches with respect to the leadership needs and opportunities identified.  Monitor, prioritize and support the client service pipeline to align service opportunities to the strategic direction of the apostolate and maximize Catholic Leadership Institute's service to the Church.

<b>PEOPLE</b>	Attract, develop, and retain the team of staff and volunteers who have the gifts, talents, and commitment to serve Christ necessary to fulfill Catholic Leadership Institute's vision and plan.
<b>SERVICE FULFILLMENT</b>	Envision, design and direct the execution of training and consulting services for clients to meet their leadership needs and fulfill the purpose of Catholic Leadership Institute.