



Catholic Leadership  
INSTITUTE

## Leadership Consultant Director Position Description

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Organization: Catholic Leadership Institute  
Reports to: Vice President, Client Services  
Approval: CEO

Effective Date: March 1, 2021  
FLSA Status: Exempt

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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, 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:**

Approaching 30 years of service to the Church, CLI is poised for exponential growth of its service to the Church at a critical time in the life of Catholic faith. In order to seize this potential and continue this trajectory of growth, Catholic Leadership Institute is in need of a dynamic leader to join a talented team of passionate professionals to oversee the effective recruitment, onboarding, and ongoing formation and development of CLI's growing pool of Leadership Consultants.

The Leadership Consultant Director is responsible for the day to day management and development of Catholic Leadership Institute's Leadership Consultants. The position reports directly to the Vice President of Client Services. The Director will supervise, support, and care for the professional needs of Leadership Consultants. He/she will administer the Continuous Development Program engaging subject matter experts and resources from among the pool, throughout the organization, and external resources as necessary. The Leadership Consultant Director will supervise the deployment and scheduling of Leadership Consultants in the Master Calendar. He/she will also plan and administer development events, host regular conference calls, and provide organizational clarity via regular communications. The Leadership Consultant Director will plan for, recruit, hire, and train new Leadership Consultants, administer new hire formation, and monitor and discern new hire Leadership Consultants' readiness to deliver CLI's services. It is presumed that the person in this role will also spend time as a Leadership Consultant, delivering CLI services. For this reason, the person in this role will have as a key responsibility area for delivery in addition to all managerial responsibilities.

This role requires monthly time in the CLI Malvern office when appropriate, regular participation on the

Client Services Fulfillment Team, and frequent travel.

## Desired Qualifications:

### Education and/or Experience:

- Bachelor's Degree in Business, Education, Organizational Development, Adult Learning, or similar degree required, advanced degree a plus
- 5 plus years of supervisory experience or client management experience required
- 5-10 years' staff or key volunteer leadership experience in a Catholic parish, diocese or organization strongly 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

### Critical Qualifications/Skills:

- Strong understanding of Catholic culture, structures, parish life, ministries, and roles
- Managerial experience including hiring, performance management, and workforce planning and scheduling
- Ability to interact and influence at all levels of an organization
- Experience in the professional development of others
- Ability to lead and adapt in a fast-paced start-up environment.
- Comfortable with changing and adapting to respond to clients and organizational change
- 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
- Bi-lingual in English/Spanish a plus

## Key Responsibility Areas

AREA	KEY RESPONSIBILITY AREAS
PEOPLE	Recruit, hire, assess, and supervise Leadership Consultants for Catholic Leadership Institute so that CLI has access to the talent needed to consult and deliver in alignment with our contract outcomes. Maintain a robust pipeline of potential Leadership Consultants with diverse skill sets to ensure timely access to necessary resources.
TALENT DEPLOYMENT	Schedule and deploy Leadership Consultants for Catholic Leadership Institute in the most effective and efficient ways possible in order to maximize the quality of the learner experience while minimizing cost and Leadership Consultant burn-out.

ONGOING FORMATION AND DEVELOPMENT	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.
SERVICE DELIVERY	Lead, present and facilitate CLI's varied services to Catholic bishops, priests, deacons, seminarians, religious, and lay leaders to strengthen their confidence and competence in ministry, so that they can create more vibrant faith communities rooted in Jesus Christ. Assess, make recommendations for, and implement changes to existing content used in service delivery.

**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](mailto:HumanResources@catholicleaders.org). Phone screenings will be made with selected candidates before face-to-face/virtual interviews.