



Vice President, Innovation and Development Position Description

Organization: Catholic Leadership Institute

Reports to: Executive Vice President

FLSA Status: Exempt

Approval: CEO

Effective Date: March 1, 2021

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 senior executive to join a talented team of passionate professionals to support research and development, content and tool creation, and impact measurement to ensure the apostolate remains at the forefront of cutting edge service to the Catholic Church.

The Vice President, Innovation and Development works in tandem with the Executive Vice President, CEO and Leadership Team of Catholic Leadership Institute to ensure the achievement of the apostolate's strategic direction and the fulfillment of client services. Reporting to the Executive Vice President, s/he will: manage all impact measurement and thought leadership activities, as well as the ongoing envisioning, development, and refinement of CLI content, tools, and services. This role is both leader and support. The Vice President is a member of the Leadership Team and plays a key internal leadership role. The Vice President will possess both the ability to think in a creative, innovative, and future-oriented manner and execute pragmatic and accessible solutions in an organized manner.

This position can be local to the Malvern office or remote. Travel is required.

Desired Qualifications:

Education and/or Experience:

- Bachelor's Degree required, advanced degree a plus
- 7-10 years of responsible leadership experiences managing cross functional activities in Catholic parish or diocese preferred
- 5+ years in executive leadership positions

- Experienced process driven leader capable of process development and implementation
- 5-7 years of supervisory and project management experience required
- Experience with data science, impact/ROI measurement, and research required
- Experience with communicating key research-based findings to broad audiences
- Understanding of on-line learning and blended learning solutions.
- Experience with communications and marketing preferred

Critical Qualifications/Skills:

- Strong understanding of Catholic culture, structures, parish life, ministries, and roles
- Professional skills and accomplishments in assessing needs, identifying desired outcomes, and creating instructional materials in support of leadership development.
- Knowledge of adult learning theories, learning styles, and adult motivation techniques
- Collaborative leadership skills that foster confidence and cooperation with all internal and external colleagues and clients
- Be able to diagnose problems quickly and have foresight into potential issues
- Solid grasp of data analysis and performance metrics
- Demonstrated ability of project management skills
- Ability to lead and adapt in a fast-paced start-up environment.
- Excellent public speaking skills
- Excellent organization, communication, interpersonal and relationship management skills required
- Ability to interact and influence at all levels of an organization
- 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, project management tools, and other technology preferred such as Blackbaud Raiser’s Edge and Adobe InDesign, as well as data analytic software and learning management systems

Key Responsibility Areas

AREA	KEY RESPONSIBILITY AREAS
SERVICE AND CONTENT DEVELOPMENT	<p>Assess needs, create macro & micro designs, and oversee the development and refinement of tools and materials to ensure the highest standards of excellence in Catholic Leadership Institute’s offerings to the Catholic Church.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Evaluate, adjust, and provide ongoing design and development work for all current leadership services including pilots and legacy offerings based on feedback from participants and consultants. • Develop learner and consultant materials within budget and consistent with the current best practices in the learning industry. • Provide perspective as a “business owner” of new technology projects
MINISTRY DEVELOPMENT	<p>Cultivate, consider, and discern new opportunities and requests that emerge from trusted partners and clients to determine scope and level of effort required and lead the design thinking required to execute effectively on the deliverables outlined so that CLI continues to meet the needs of Church leaders.</p> <p>Specific responsibilities include:</p>

	<ul style="list-style-type: none"> • Partner with the CEO, EVP, and others to understand requests from dioceses and parishes and determine next steps and effective service proposals. • Contribute to grant requests and project plans related to research and new service development to ensure a comprehensive fulfillment plan.
PEOPLE	<p>Recruit, develop, and learn with the team of staff, volunteers, and strategic partners and vendors who have the gifts, talents, and commitment necessary in order to serve Christ and to fulfill Catholic Leadership Institute’s vision and plan.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Assemble and supervise the necessary human and additional resources to create or refine service content, approaches and materials • Collaborate with the VP, Client Services and the Manager, Leadership Consultants to ensure effective ongoing formation and development of the Leadership Consultant pool with respect to new or refined services and tools
THOUGHT LEADERSHIP	<p>Develop, oversee, and share CLI’s thought leadership to ensure that the apostolate is prioritizing significant questions to answer for the Church, following proven practices for such research, and disseminating learnings in a systematic way that will equip Church leaders for the next generation.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Assemble and supervise the necessary human and additional resources to analyze and discern insights from the data CLI is collecting • Map and integrate data inputs from various sources (Called For More, DMI, etc.) • Initiate and guide conversations to discern and prioritize the key strategic questions CLI will explore in the future • Ensure proper protection of CLI intellectual property and data rights in any partnership or vendor relationship • Determine and implement the best method for communication and distribution of CLI’s ongoing thought leadership to various stakeholders
IMPACT MEASUREMENT AND QUALITY ASSURANCE	<p>Monitor, report, and implement recommendations related to the impact of all CLI services and projects in order to continuously validate, improve, and expand the overall contribution Catholic Leadership Institute makes to building up the competence and confidence of Church leaders.</p> <p>Specific responsibilities include:</p> <ul style="list-style-type: none"> • Establish and oversee the reporting on relevant quality and impact metrics for significant CLI projects, pilots, and services • Elevate opportunities, concerns, or needs and recommended solutions and interventions based on disciplined monitoring • Draw out highlights and micro and macro good news stories to share with potential investors, donors, and partners

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.