



Director of Project Management Position Description

Organization: Catholic Leadership Institute

Reports to: Executive Vice President

FLSA Status: Exempt

Approval: Daniel Cellucci

Effective Date: March 2022

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 Director of Project Management supports the entire Catholic Leadership Institute organization to ensure the timely and accurate delivery of internal and external contracts, services, and projects using appropriate project management and delivery methodologies. Under the direction of the Executive Vice President, s/he will manage all aspects of internal and external-facing activities including project management/contract management, project and delivery scheduling, budget tracking, communications, resource engagement, implementation, and ongoing assessment. The Director of Project Management is actively engaged with the Catholic Leadership Institute client delivery teams and internal support staff. S/he proactively recommends and implements contract resourcing, capacity projection and management, project plans, and necessary process improvements. Tracking contracted deliverables to actual implementation and impact measurement to implement learnings in new contracts is critical. Occasional travel in support of client deliveries required.

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
- 5-7 years of responsible leadership experiences in Catholic parish or diocese preferred
- 5 plus years of project management experience required
- 2 plus years of client management experience preferred
- Project management certification preferred

Critical Qualifications/Skills:

- Practicing Catholic in good standing
- Understanding of Catholic culture, structures, parish life, ministries, and roles
- Demonstrated ability of project management skills including: Estimating, Scope Management, Budget Management, Time Management, Risk Management, Change Management, Issue/Conflict Resolution, Communication Management, Quality Management, Testing Plans, and Training Plans
- Ability to manage multiple projects while paying strict attention to detail
- Excellent organization, communication, interpersonal and relationship management skills (verbal and written)
- Relationship management, client facing, negotiation, team-building, and problem-solving; with experience in presentation to senior levels of the organization
- “Self-starter” committed to customer satisfaction/project delivery and able to respond to rapid change within the organization
- Comfortable with changing and adapting to respond to clients and organizational change
- Must be a team player and be self-motivated
- Understanding of financials, budgeting, and resource management
- Working knowledge of Microsoft Office suite required
- Experience with Salesforce, project management tools, and other technology preferred including Blackbaud Raiser’s Edge and Adobe InDesign

Key Responsibility Areas

AREA	KEY RESPONSIBILITY AREAS
<p>PROJECT MANAGEMENT (75%)</p>	<p><u>Client Contracts:</u></p> <ul style="list-style-type: none"> • Create, monitor, track, and manage the workflow related to the execution of CLI contracts to ensure the appropriate deployment of resources. • Manage the new engagement fulfillment kick-off process. • Manage Salesforce fulfillment pipeline and reporting. • Coordinate internal communication status meetings with key stakeholders to ensure all client engagements stay on track. • Manage to project budget, project schedule, and deliverables including proactive communication in order to facilitate timely completion of engagements, a unified internal experience, and an excellent client experience. • Establish account communication, governance, and expectations that create positive customer transitions. Ensure timely and accurate delivery. • Secure the appropriate internal and external, as necessary, resources to successfully execute a contract. • Manage change requests, as they arise, ensuring appropriate assessment of impacts to scope, budget, and resources. • Elevate and manage issues and risks that arise during project execution. • Ensure appropriate closing activities are completed at the conclusion of an engagement to include assessing customer satisfaction and internal lessons learned.

AREA	KEY RESPONSIBILITY AREAS
	<p><u>Internal Projects:</u></p> <ul style="list-style-type: none"> • Manage complex internal projects that align with business priorities across all departments. • Ensure appropriate project management methodologies are applied, depending on the scope and type of project. • Provide appropriate scope, budget, resource, and capacity management. • Ensure a strong communication with appropriate stakeholders, including elevation of risks and issues that impact the budget, schedule, scope, or resources.
<p>PROCESS IMPROVEMENT (10%)</p>	<ul style="list-style-type: none"> • Continually assess existing internal processes, make recommendations, and implement necessary process improvements to ensure peak organizational efficiency. • Leverage technology solutions, as appropriate, using research and industry best practices. • Oversee the documentation of all internal processes, ensuring strong continuity of operations across the organization. • Ensure that internal staff is trained and has the necessary resources to execute internal processes proper to their role and function within the organization.
<p>RESOURCE PLANNING (10%)</p>	<ul style="list-style-type: none"> • Ensure that resources are maximized throughout the contract implementation and organizationally including Leadership Consultant assignments, identifying training needs, and capacity planning/forecasting. • Assess and allocate available resources (people, technology, materials, and collaborations) including alternatives to serve the apostolate and Catholic Church with the highest standard of excellence.
<p>IMPACT MEASUREMENT (5%)</p>	<ul style="list-style-type: none"> • Create, analyze, and share the impact results of Catholic Leadership Institute services at an individual client level and the organizational level including pre- and post-assessments, and lessons learned. • Share learnings, identify trends, and recommend programmatic changes based on analysis.

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.