

Section 1. Leadership Consultant Job Description

Reports to: Senior Director of Leadership Consultants	FLSA Status: Non-exempt	Approval: CEO
Effective Date: January 1, 2023	Location: Remote	Travel: Required

Vision: Catholic Leadership Institute (CLI) sees 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: CLI provides bishops, priests, deacons, religious, and lay persons in the 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: Leadership Consultants accompany leaders in the Catholic Church through CLI's proprietary methods of consulting, coaching, training/development, and mentoring, both in-person and virtually in order to build greater confidence and competence in ministry. Leadership Consultants analyze data to interpret key themes and patterns, identify actionable insights, partner with the client to implement a pastoral plan, and assess outcomes.

DESIRED QUALIFICATIONS

Knowledge and Experience

- Bachelor's degree from an accredited university in Business, Psychology, Human Resources, Theology, Pastoral Ministry, or related fields, or equivalent three to five years of relevant business/leadership/non-profit experience.
- Three to five years of staff or key volunteer leadership experience in a Catholic parish, diocese, or other Catholic non-profit organization.

Skills and Other Qualifications

- Practicing Catholic with a deep love of the Roman Catholic Church.
- Strong understanding of the Catholic culture, Church structure, parish life, ministries, roles, and evangelization and discipleship.
- Demonstrated ability to be directive and lead a client or project towards desired outcomes while pastorally accompanying client.
- Strengths in gathering and interpreting data to identify and solve a specific problem; also requires ability to communicate the findings to various audiences.
- Expert group facilitator with proven ability to actively engage adult stakeholders and manage group dynamics both in-person and virtually.
- Collaborative leadership skills that foster confidence and cooperation with all internal and external colleagues and clients.
- Exceptional interpersonal skills, including the ability to quickly build trust, establish rapport, coach senior leaders, and influence at all levels of an organization.
- Comfort working across populations with differing expressions of ecclesiology, theology, politics, and culture.

- Excellent written and verbal communication skills, including the ability to communicate responsively and effectively in varied environments (i.e., in person, phone, text, email and virtually) and public speaking, platform training, and online learning skills.
- Quickly diagnose both content and participant problems/concerns and have foresight into potential issues.
- Comfort with ambiguity and the ability to manage dynamic environments and situations and respond to client needs.
- Self-directed work ethic to navigate periods of time without daily direction or supervision.
- Thorough knowledge of Microsoft Office products and virtual platforms especially Microsoft Teams and Zoom.
- Bi-lingual in Spanish and English a plus.
- Coaching certification a plus.
- Availability to travel up to 4-10 days/month for up to 2-6 actual delivery days; may include some international travel. Note: This is an approximation based on current Leadership Consultant assignments. Actual travel or presenting days are dependent upon client need and Leadership Consultant availability.

KEY LEADERSHIP CONSULTANT FUNCTIONS

FUNCTIONAL AREA	KEY ONGOING FUNCTIONS WITHIN THIS AREA
Relationships	<ul style="list-style-type: none"> • Maintain a professional persona and client mindset marked by effective communication, empathy, and accompaniment • Interact with and influence all levels of Church leadership and organizations, especially in team environments • Regularly communicate and collaborate with key stakeholders including Leadership Team and Philanthropic partners
Service Fulfillment	<ul style="list-style-type: none"> • Lead others through a planning process of priority identification, goal setting, and a plan for implementation in the short- and long-term • Identify and address personal leadership development goals for clergy and lay leaders through coaching in order to motivate and encourage them in their role • Deliver soft skills and leadership training to adult learners, using a variety of instructional techniques and formats, including facilitating team exercises, role playing, group discussions, etc. • Collect, analyze, and synthesize data, drawing conclusions and imagining possible action steps; facilitate client (individual or team) understanding of data and reports • Collaborate with key project stakeholders to effectively lead the project team and drive project outcomes
Ongoing Development	<ul style="list-style-type: none"> • Acquire fluency and confidence with CLI program curriculum and content • Strengthen delivery skills rooted in best practices for adult learners • Research, collaborate, and learn new content that is created • Actively seek feedback and set personal goals to grow in skillset and mindset • Participate in internal CLI development and formation opportunities to further knowledge base, skills, and workplace culture

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 participate and open up more fully. 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.