



Position Description

Title: Director of Missions

Department: Leadership

Supervisor(s): Executive Director

Employment Status: Full time Part time

Classification: Exempt Non-Exempt

Employment Type: Employee Contractor

Company Industry: Non-profit

Position Summary Oversees and directs missioners and mission programs; Assists in the formulation of the organization's mission, vision, objectives, policies and plans. Provides direction, coordination and leadership to Mission Services director, Regional Directors, and all missioners. Works closely with Executive Director, Heads of Departments, and Regional Directors on organizational matters. As a member of the Association Leadership Team, partners with the Executive Director, and the Board of Directors in developing and executing long-range strategic plans for all areas.

Essential Job Criteria

Education: Bachelor's or Master's degree in theology or pastoral ministry in combination with management training, or any combination of education and experience in management, social services, pastoral accompaniment, and human relations in a non-profit.

Experience: 3+ years' experience serving overseas as a Maryknoll Lay Missioner, or 5+ years experience serving overseas as a lay missioner in another organization if a qualified Maryknoll Lay Missioner candidate is not forthcoming. Additionally, preferably 3+ years organizational administration, and managerial experience.

Skills and abilities:

- Mission experience and a "heart for mission" based in a global perspective;
- Demonstrates pastoral perspective in approach to personnel management;
- Demonstrates deep understanding of the unique requirements of cross-cultural, international work;
- Able to independently accomplish tasks & take initiative;
- Able to publicly represent the organization;
- Organized and capable of managing many relationships and tasks at once;
- Works well under the pressure of competing priorities and time limits when necessary;
- Demonstrates knowledge and understanding of the current universal mission of the Catholic Church and role of laity today;
- Demonstrates excellent communication skills, both written and oral;
- Able to collect, analyze, and interpret data from multiple sources and take appropriate action;

- Able to make both independent and team-based decisions;
- Able to be a positive, non-anxious presence in situations of stress and conflict;
- Basic computer literacy and ability to keep, find, and organize both hard-copy and paperless records.

Supervisory Responsibilities

- Directly supervises the Director of Mission Services, and Regional Directors;
- In collaboration with the Executive Director, has supervisory authority over all lay missionaries.
- In collaboration with the Executive Director, supervises the Executive Assistant.

Essential Job Functions

PROMOTES THE OVERALL WELL-BEING OF LAY MISSIONERS

- Oversees the following tasks in collaboration with the Executive Director and/or the Regional Directors: evaluation of missionaries overseas, approving contract renewal, making decisions regarding early termination, approving requests for leaves of absence or other special accommodations;
- Works to find solutions for personnel issues in collaboration with Regional Directors;
- Ensures appropriate support, training, and on-going counsel for Regional Directors and lay missionaries;
- Provides direct supervisory oversight of Regional Directors;
- Ensures leadership visits each region every 18 to 24 months. Includes meetings with all lay missionaries as well as with partner groups and ministry supervisors when possible;
- Plans, convenes, and presides over regular group calls with Regional Directors;
- Oversees the regular updating of the Lay Missioner Policy Manual with the help of the Assistant Director of Missions;
- Attends appropriate portions of the Mission Integration Program.

Oversees the development, evaluation and management of ministries and mission sites,

- Identifies important mission trends and their implications for Maryknoll Lay Missioners;
- Reviews and approves all ministries to assure compliance with mission, vision, and policies;
- Identifies strategic ministry opportunities and partnerships, with help from RDs;
- Makes decisions regarding opening and closing regions, in consultation with the Executive Director, and coordinates needed research on possible mission sites in consultation with RDs;
- Interprets, develops, and implements policies related to overseas mission in collaboration with Executive Director;
- Identifies and works to find solutions for important issues and challenges affecting regions, in collaboration with Regional Directors;
- Works to maintain and develop good relationships with local Church leadership where applicable;
- Convenes and presides over Global Council meetings, the annual Mission Assembly and periodic expanded Mission Assemblies; oversees the planning of these meetings with the help of Regional Directors and Executive Director.

Functions as a member of the Association Leadership Team

- In collaboration with the Executive Director and the Board of Directors, establishes, implements, and evaluates strategic plans and directions for the Association as a whole;
- Collaborates with the Executive Director and US Operations on ensuring proper stewardship of resources and the safeguarding of the organizational interests regarding its assets held overseas as well as protection of the Maryknoll name.

- Keeps the Executive Director informed of important matters related to missioners, ministries, mission sites, and the Mission Services Department;
- Functions as Executive Director in Executive Director's absence;
- Collaborates with the Executive Director on Heads of Department meetings and staff meetings as needed;
- Approves final budgets from regions prior to review by the Executive Director, Finance, and Board of Directors;
- Promotes active collaboration with other Maryknoll entities
- Participates in Board of Directors meetings
- Participates in the Joint Meetings of Leadership with all Maryknoll entities
- In consultation with the Executive Director, establishes the Association's external message and reviews important communications as needed.

Supervises the Mission Services Department

- Provides supervisory oversight of the Mission Services Department (particularly Admissions, Orientation, and Return/Renewal programs)
- Approves candidates for mission in consultation with the Mission Services Department;
- Approves the annual plan for Orientation Program/ Formation of mission candidates;
- Oversees and coordinates regional placement of candidates with the assistance of the Mission Services Department and Regional Directors;

Significant Physical Requirements

- Travel between buildings in all weather conditions
- Travel to overseas mission sites
- Travel between floors of building using stairs/elevators
- Lift and carry materials, books, forms, supplies and equipment to and from offices, shops, conference rooms and storage areas
- Manual dexterity and visual acuity for use of IT equipment and systems

Compensation: Salary will be commensurate with experience and proven track record.

Application Deadline: October 20, 2021 or until position filled.

Interested and qualified parties, please email Mary Edgar, Human Resources

Manager: medgar@mklm.org

For additional information about Maryknoll Lay Missioners, visit us at our web site, www.mklm.org.

Applicants are particularly encouraged to review contents under the tab labelled "What We Do."