



**Position:** Associate Director  
**Reports to:** Executive Director  
**Location:** RFC National Office, Chicago, IL  
**Travel:** National, as required

## **POSITION SUMMARY**

The Associate Director collaborates with and supports the Executive Director in the leadership of the Religious Formation Conference and in advancing its mission.

## **GENERAL RESPONSIBILITIES**

### **The Associate Director will:**

- Translate RFC's mission, vision and goals into national office day-to-day practices and operating values.
- Work with the executive director and staff to ensure RFC has appropriate systems, physical space and technology to operate efficiently and effectively.
- Collaborate with the executive director in formulating key practices and assuming a public relations and marketing role with a broader base of religious congregations.
- Facilitate ongoing communication and active collaboration with membership and partnering organizations.
- Collaborate with the program director on matters related to RFC programming, providing guidance and direction based on identified goals and membership feedback.
- Attend to daily RFC activities as a primary focus, allowing the executive director to invest energies in strategic planning and development activities.
- Assume, in the executive director's absence, responsibility for oversight of national office activities and staff.

## **SPECIFIC RESPONSIBILITIES**

### **Communications and Publications**

- Coordinate all publications, including serving as editor of the RFC quarterly bulletin, *InFormation*,
- as well as writing and editing the Conference's Annual Report.
- Manage the RFC website, updating it regularly and occasionally redesigning it.
- Maintain the RFC's Facebook page, post to it regularly, and respond to posts as needed.
- Collaborate with RFC staff in utilizing interactive technologies to expand the audience of RFC programs.
- Oversee the archiving of materials from the national office and from the regions; communicate with
- archivists at Marquette University, as necessary.
- Act as a clearinghouse for information pertinent to initial and lifelong formation and respond to inquiries for information and resources sent to the national office.

### **Membership**

- Monitor trends in RFC membership and in RFC member congregations.
- Follow up on membership renewals, withdrawals from membership, and lapsed memberships.
- Recruit new member congregations/provinces.
- Design and implement new categories of RFC membership.

## **Congress**

- Assume leadership of and serve as point person for planning and implementing the Conference's biennial National Congress.
- Chair the Congress Planning Committee.
- Establish, in collaboration with national office staff, the Congress budget, including planning activities.
- Collaborate with the executive director to develop a marketing plan, solicit Congress sponsors, and communicate with the Ordinary of the diocese hosting Congress.
- Collaborate with the administrative assistant and Nix Associates on Congress logistics.
- Recruit, with the collaboration of the program director, Congress keynoters, seminar presenters, pre- and post-Congress workshop leaders and any respondents.
- Hire the Congress liturgist and recruit the local liaison; maintain regular communication with both.
- Evaluate the entire Congress experience, from planning to completion.

## **Financial Administration**

- Review finances and collaborate in developing budget with executive director and administrative assistant.
- Monitor operations budget in collaboration with the executive director and administrative assistant.
- Serve on the Conference's Finance Committee.

## **EDUCATION**

Master's degree in theology or equivalent

## **EXPERIENCE and SKILLS**

- Member of a religious congregation, with experience in formation and/or leadership ministry; others with a broad knowledge of and experience with religious congregations and with relevant skills are welcome to apply.
- Administrative experience, including a working knowledge of finances.
- Proven public presentation and writing skills.
- Confidence and skill in use of Microsoft Office, interactive technologies, and social media.

To apply, please submit cover letter, resume and three reference letters to Sister Ellen Dauwer, SC, Executive Director at [rfc@relforcon.org](mailto:rfc@relforcon.org) by October 10, 2017.