

Director of Charity Mission Formation

This full-time position is responsible for creating, scheduling and facilitating the gatherings of the Charity Formation Program for universities and other sponsored works of the communities within the Charity Federation, including fall and spring retreats. The director will also facilitate ongoing conversations and processing with the participants between gatherings. The director will help develop the curriculum that has been outlined.

Essential Functions:

- Oversee the Charity Formation Program for participating Charity colleges, including organization of twice-yearly Charity Formation Gatherings.
- Develop and regularly review curriculum, experiences and processes of each gathering with the Advisory Council
- Lead the facilitation of each session providing a variety of prayers and rituals
- Establish and maintain Charity Formation Program budget
- Establish calendar and secure sites for sessions
- Make arrangements with facilitators for sessions, if needed
- Coordinate with college presidents or their designees to identify participants
- Manage registration process and information for participants
- Maintain participation records
- Plan and execute celebrations of completion for participants
- Review participant and facilitator evaluations for future planning purposes
- Regularly report to the Advisory Board to evaluate curriculum and process

Requirements:

- Master's degree in theology, pastoral ministry or related field
- A minimum of four years serving in a formative position, such as Mission Leader in a Catholic College or health system, pastoral leadership, training programs, program coordination, animation of collaborative teams, or similar experience.
- Effective interpersonal and communication skills.
- Proven ability to effectively manage multiple projects, set priorities, adapt quickly to change and resolve conflicts.
- Attention to detail, including organizational timelines.
- Works effectively, both independently and collaboratively, as part of a team.
- Effective administrative and organization skills
- Proven ability to establish effective and collaborative relationships.
- Ability to maintain confidentiality.
- Proficient computer skills in MS PowerPoint, Outlook, Word and Excel.

The University of Saint Mary is an Equal Opportunity Employer. To Apply: Please email cover letter, resume, and three references to hr@stmary.edu.

University of Saint Mary
Human Resources
Leavenworth, KS 66048