

Director of Sponsorship and Mission Services

Convent Station, New Jersey

The Sisters of Charity of Saint Elizabeth, has an exciting new opportunity for a Director of Sponsorship and Mission Services. You will serve as the first point of contact for all matters relating to sponsorship and mission integration; ensure sponsorship effectiveness for all sponsored and co-sponsored works; serve as a resource to sponsored works, including interpreting the sponsorship relationship; evaluate potential new sponsorship/co-sponsorship opportunities; and prepare sponsorship efforts for the future.

Responsibilities include:

- Providing executive support to the Seton Ministries Board of Trustees in carrying out its mission to govern, support and advocate for the sponsored ministries of the Sisters of Charity of Saint Elizabeth
- Implementing and monitoring actions which flow from the content of the Sponsorship Manual
- Assisting in the education of the Congregation of Sisters of Charity of Saint Elizabeth on matters pertaining to sponsorship and mission
- Designing, developing and conducting regular leadership/governance development conferences and/or other educational activities for those involved in sponsored works and other ministries
- Assisting the General Superior and Council in developing, implementing, and evaluating Sister-Trustee development.
- Networking with others to share best practices while identifying and evaluating future trends and issues
- Contributing to the development of the strategic plan for the Sisters of Charity of Saint Elizabeth as it relates to sponsored works
- Monitoring sponsorship agreements with ministries
- Negotiating new sponsorship/co-sponsorship agreements and recommending approval to General Superior and Council
- Organizing and staffing the Office of Sponsorship and Mission Services, including preparation of long-range and annual goals, oversight of budget and financial matters
- Following and evaluating trends in religious life, canon law, and institutional ministries which will impact the sponsorship relationship

Successful candidate should have a good grasp of mission, vision of the Sisters of Charity of Saint Elizabeth and excellent knowledge base of the Catholic Church, a Masters' degree in Theology, Administration or closely related field, along with 5 years of demonstrated administrative experience, and knowledge of governance in religiously-sponsored works. In addition, you should be a practicing Roman Catholic with knowledge of complex, church-related, institutional ministries, with an understanding of, and commitment to, the mission of the Sisters of Charity of Saint Elizabeth. Willingness and ability to travel will be expected, as will superior oral/written communication, negotiation, leadership and problem-solving skills. Candidates with experience in healthcare or education preferred.

For immediate consideration, please email your resume to: Kristin von Schaumburg, kvonschaumburg@scnj.org by April 21, 2019.