



SISTERSOFCHARITYFEDERATION EXECUTIVE DIRECTOR POSITION DESCRIPTION

The Executive Director is the senior executive officer of the Sisters of Charity Federation. In this position she represents the 13 Members who trace their origins to St. Elizabeth Seton and/ or derive their spirit and charism from Saints Vincent De Paul and Louise de Marillac.

Major Responsibilities

1. Works collaboratively with the Board President with preparations for board meetings and other leadership events.
2. Assists the Board of Directors in articulating and implementing Federation goals and priorities.
3. Serves as the principal liaison between the Federation Board of Directors and the Federation members, especially in coordinating the Annual Meeting with leadership teams.
4. Directs, coordinates and oversees the ongoing administration of the federation Office, including the supervision of the NGO representative and other staff.
5. Facilitates communications with members, Board of Directors and Members, affiliated groups, and committees.
6. Networks and collaborates with Federation congregations.
7. Serves as principal liaison between the Federation and Vincentian Family organizations, including the National Ladies of Charity, National Vincentian Leadership Committee, and the International Vincentian Executive Board.
8. Represent and speak on behalf of the Federation to external publics as directed by the board.
9. Prepares accountability reports for Federation Board meetings.
10. Oversees the Future Strategic Plan

Duties

- To attend all meetings of the Board of Directors and the Executive Committee, when appropriate, but without the right to vote.
- To serve as liaison to all standing and ad hoc committees
- To prepare and participate in budget development and fiscal management with the Treasurer and Finance Committee.
- To assure the maintaining of Federation records and their transmittal to Federation Archives
- To report at the Annual Leadership Meeting
- To inform the Federation Board President and, when appropriate, the Board of Directors and Members of any significant developments or issues that may arise between Board meetings.
- To fulfill other duties as required

Qualifications

- Knowledge of charism and of member congregations
- Commitment to the promotion of charism
- Well organized
- Ability to initiate and organize new projects
- Ability to collaborate with others
- Ability to plan and host meetings
- Good listening, relational, and process skills
- Ability to communicate with various publics
- Good energy level for long hours and multi-tasking
- Willingness to travel
- Computer literate – proficiency with MS Word, Excel, email/Internet
- Sufficient competency and understanding, experience of finances and budgeting
- Member of a Federation congregation preferred

Accountability

The Executive Director is accountable to the Board of Directors and Members Board.

The position is a three-year term and the director is evaluated annually by the Executive Committee.

Revised November 12, 2023