



**SISTERS OF CHARITY FEDERATION EXECUTIVE DIRECTOR
POSITION DESCRIPTION**

I. POSITION INFORMATION

Position Title:	Executive Director	Reports to:	Federation Board of Directors
Department:	Administration	FLSA Status:	Non-Exempt <input checked="" type="checkbox"/> Exempt

II. EDUCATION

	REQUIRED	PREFERRED
Educational Attainment	<ul style="list-style-type: none"> Bachelor's Degree in Administration, English or related field. 	<ul style="list-style-type: none"> Master's Degree in related field.
Specialized Knowledge/Skills	Knowledge of Vincentian/Setonian Charism Knowledge and understanding of the Catholic Church, Catholic Social Teaching, and religious life	Familiarity with current societal, justice, and ecological concerns and issues, particularly as they impact the Church and religious life

III. JOB SUMMARY

Principal role, relationships, and results expected of this position.

The Executive Director is the senior executive officer of the Sisters of Charity Federation. In this position the Executive Director 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

IV. ESSENTIAL DUTIES AND RESPONSIBILITIES

Tasks, activities, and functions this position is required to perform on a regular basis.

1. Works collaboratively with the Federation Board in shaping the future of the Federation and implementing the Federation Future Plan.
2. Works collaboratively with the Board President with preparations for board meetings and other leadership events.
3. Assists the Board of Directors in articulating and implementing Federation goals and priorities.
4. Serves as the principal liaison between the Federation Board of Directors and the Federation members, especially in coordinating the Annual Meeting with leadership teams.
5. Directs, coordinates and oversees the ongoing administration of the Federation Office, including the supervision of the NGO representative and other staff.

6. Facilitates communications with members, Board of Directors and Members, affiliated groups, and committees.
7. Networks and collaborates with Federation congregations.
8. 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 and the Sisters of Charity Federation of Strasbourg.
9. Represents and speaks on behalf of the Federation to external publics as directed by the Board.
10. Prepares accountability report, minutes, and follow-up for all Federation Board meetings.
11. Attends all meetings of the Board of Directors and the Executive Committee, when appropriate, but without the right to vote.
12. Serves as liaison to all standing and ad hoc committees.
13. Prepares and participates in budget development and fiscal management with the Treasurer and Finance Committee.
14. Assures the maintenance of Federation records and their transmittal to Federation Archives.
15. Works with the facilitator and Planning Committee to organize the Annual Leadership Meeting.
16. Informs 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.
17. Fulfills other duties as required.

In unusual or emergency situations, the Executive Director may be called upon to perform duties other than those listed here on a temporary basis in order to maintain key operational functions of the Federation.

V. QUALIFICATIONS

- Willing to shadow current Executive Director before actual hiring
- Knowledge of charism and of member congregations
- Commitment to the promotion of Charism
- Well organized, flexible, and creative
- 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, understanding, and experience of finance and budgeting
- Familiarity with Canadian as well as American realities

VI. ACCOUNTABILITY

The Executive Director is accountable to the Board of Directors and Members Board. She/he is evaluated annually by the Executive Committee.