

## Associate Director Job Description



**Position:** Associate Director

**Responsible to:** Executive Director

### **Position Summary**

The Associate Director of Franciscan Mission Service (FMS) serves as a key leader within FMS. We are looking for a mission-focused, strategic, and process-minded leader with experience leading a team, overseeing programs, and inspiring young, talented individuals who are drawn to serve in a faith-based environment. FMS seeks someone whose leadership style reflects the heart of the organization: a Franciscan heart that embodies servant leadership. The individual should be eager to delve into a fast-paced work environment, gaining experience in many different facets of running a non-profit organization.

### **Essential Duties and Responsibilities**

#### *Organizational Leadership*

- Serve as an internal, day-to-day operations leader of the organization.
- Systematically encourage and contribute to the constant learning and process improvement to which the organization is committed.
- Oversee office operations and supervise/evaluate several direct reports.

#### *Human Resources and Technology*

- Cultivate the values of FMS within the organization.
- Oversee building operations of office and FMS Program/Guest House, including coordinating frequent repairs.
- Manage all e-mail, computers, and other office technology.
- Provide general IT support: ensure proper functioning of technology, make recommendations for new software and equipment, troubleshoot problems with software, hardware, and accounts.
- Oversee human resource and insurance functions for the organization.

#### *External Relations and Communications*

- Serve as external representative of FMS, making presentations on behalf of the organization as needed.
- Manage aspects of major special events.
- Coordinate FMS' mission appeals process and deliver annual mission appeals in parishes nation-wide.
- Lead FMS' communications, including website, social media, and 4 annual mailings with guidance from Executive Director and support from Communications Associate.

#### *Program Oversight*

- Evaluate applicants for DC Service Corps, actively recruit qualified applicants, and guide volunteer site placement process. Serve as the primary point of contact for DC Service Corps volunteers.
- Plan and lead three annual DC Service Corps retreats.

- Oversee evaluation of volunteer performance.
- Provide a mature, pastoral presence to the program staff and participants.
- Lead/co-lead short-term domestic and international trips.
- Contribute to missionary recruitment process, including collegiate relations, fairs, and applicant process.
- Engage in international field evaluation through site visits and follow-up, as needed.
- Serve as support person to assigned missionaries in the field, as needed.

### **Qualities and Experience Desired.**

- Significant prior management and/or leadership responsibility.
- Experience in program development and implementation.
- A demonstrated familiarity with and appreciation for the Franciscan charism, Catholic Social Teaching, and the Catholic faith.
- Demonstrated personal spiritual life. Comfortable leading a faith-based team in communal prayer.
- Demonstrated ability to interact effectively with diverse constituencies.
- Superior oral and written communication skills; public speaking comfort and experience.
- Proficiency in Microsoft Office and Google-based email/office applications.
- Able and willing to travel internationally and domestically.
- Outstanding time management and ability to juggle multiple projects simultaneously.
- Solid educational background. Undergraduate degree required. Master's degree in Divinity, Theology, Education, Social Work, or related field is an advantage.
- Able to relocate to the Washington, D.C. area for in-person work with one day per week of remote work available.
- Experience in a full-time volunteer/mission program in a cross-cultural setting is a plus.
- Experience working with young adults is a plus.
- Experience with graphic design and relevant databases is a plus.
- Spanish preferred, not required.

*Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization. Employees must be fully vaccinated against COVID-19.*

*FMS encourages applications, even if one's experience is not a 100% match with the position. We are seeking someone with relevant skills and experience, not a checklist that exactly matches the job description. This is an opportunity for a talented leader to grow in leadership and to deepen FMS' mission.*

**Applicants should submit a cover letter and resume to Executive Director Liz Hughes at [jobs@franciscanmissionservice.org](mailto:jobs@franciscanmissionservice.org).**

**Interviews will begin in February and will continue until position is filled.**