



***School Sisters of Notre Dame***  
***Atlantic Midwest Province***

**Position Description**

**POSITION:** Executive Director of SSND Departmental Programs

**REPORTS TO:** Provincial Council

**JOB TYPE:** Full-time, Salaried/Exempt

**THE ORGANIZATION:**

<https://atlanticmidwest.org/>

The School Sisters of Notre Dame (SSND) are members of an international congregation of women religious which was founded in Bavaria in 1833. The first Sisters arrived in North America in 1847. The School Sisters of Notre Dame, now living and ministering on five continents, have our Generalate in Rome, Italy. Our mission is to proclaim the good news, directing our entire lives toward that oneness for which Jesus Christ was sent. We are a religious community of Catholic women, who collaborate with SSND Associates and lay colleagues in pursuit of a mission to transform the world through education in its broadest sense.

**POSITION SUMMARY:**

The Executive Director of SSND Departmental Programs (ED) oversees the following five departments and the Executive Director Administrative Assistant: Associates; Communications; Development; Justice, Peace and Integrity of Creation (JPIC) and Ministry Services.

The Executive Director will have the responsibility for the overall administration, management, and organizational planning for five (5) departments of the SSND Atlantic-Midwest Province under the direction of the Provincial Council and in collaboration with the province financial officer.

The Executive Director fosters a spirit of unity and collaboration by forming, nurturing, animating and deepening the spirit and charism of SSND among and within these departments.

The Executive Director assists the Provincial Council with the implementation of the Mission of SSND, the Directional Statement and the values and goals of the organization among the departments.

## RESPONSIBILITIES:

- Understands and upholds the province's mission and vision, and ensures that they are communicated and that the province's values are modeled within the administration of the departments.
- Under the direction of the Provincial Council, the Executive Director collaborates with the Directors of the departments to provide leadership for administration, management, and organizational planning for their respective departments. The Executive Director monitors the progress of the departments and conducts annual evaluations with a focus on quality improvement.
- Meets regularly with the Council to advise, consult, and communicate regarding the operations of the departments; serves as mentor to management staff and colleagues to contribute more effectively to the work life of the province.
- Promotes unity and collaboration within and among widely scattered geographical sites with different cultures and varying needs within the overall province, sensitive to the diversity of institutions and ministries and to the impact of decisions upon other people and organizations.
- Provides management supervision of the departments' Directors and carries out supervisory responsibilities in accordance with the province handbook and direction from the Council.
- Develops and implements a strategic plan involving key staff resulting in a multi-year operational plan for SSND Departmental Programs.
- Works with each department in the development of its annual operating budget and presents a budget for SSND Departmental Programs to the Council.
- In conjunction with the department directors, updates and approves all job descriptions for personnel employed by the directors. Ensures effective procedures are in place to interview, hire, and train employees; to plan, assign and direct work; to appraise and evaluate performance.
- Oversees the coordination of all marketing and public relations efforts to educate SSND benefactors, associates and volunteers as well as the general public about SSND Departmental Programs.
- Participates in province-wide meetings as appropriate and represents the Council in relevant gatherings/meetings in which the SSND have a significant presence.
- Works with department directors in fostering an environment that promotes Catholic identity and spiritual development.
- Collaborates with other units in the congregation as needed.
- Participates regularly in personal professional development workshops and activities in order to maintain up-to-date knowledge of current leadership theory and practice.
- Performs other duties as requested.

## QUALIFICATIONS:

- Master's degree in Business Administration or related field is required.
- Strong background in management, with a minimum of seven years in a senior management position in an organization of substantial size, with previous experience in personnel and budget management. Well organized, diligent, innovative, and possesses the ability to self-monitor.
- Experience with a religious community and/or mission driven organization where behavior and function are driven by faith and commitment to ministry and mission
- Commitment to ethical principles, the highest level of personal integrity, together with a strong service and mission orientation, inherent passion for and sensitivity to issues of justice, respect for religious sisters and commitment to the laity, and commitment to assist the SSNDs achieve their mission.
- Willing and able to travel regularly to attend meetings, visit province sites, and departments.
- Computer-competent and outstanding interpersonal, relational and relationship building skills; clear and consistent communicator, with excellent oral, written and presentation skills.
- Ability to work with religious community members and various constituents such as donors, volunteers, associates, sponsored and co-sponsored ministries, civic community, vendor, consultants, co-workers, organizations and colleagues from other communities.
- A collaborative and consultative leadership style that instills confidence, is comfortable managing in a matrix environment through influence, and is capable of providing effective guidance.
- Possesses a sense of humor and demonstrates the ability to grow from mistakes.
- Experience as a team leader and the ability to utilize the skills, strengths, and expertise of others; a commitment to pursuing excellence as well as a commitment to empowering others.