

THE MARIANIST PROVINCE OF THE UNITED STATES

POSITION DESCRIPTION

TITLE: Director of the North American Center for Marianist Studies **FLSA:** Exempt

Reports To: Assistant for Education, Designated Officer on the SM Provincial Council

Location: Mt. St. John, Dayton, OH

GENERAL SUMMARY: The Director of the North American Center for Marianist Studies (NACMS) is responsible for all operations and activities carried out in the Centers (at this time, in Dayton and Philadelphia) to meet NACMS objectives as outlined in the NACMS *Mandate and Mission Statement* and as assigned by the SM Provincial Council.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Develop vision, promote NACMS to its constituencies, and assess new directions and challenges (within North America and internationally)
- Become familiar with the basic themes of Marianist studies and their resources.
- Create the NACMS budget. In consultation with the NACMS Advisors Group, submit an Annual Report and Budget to the SM Provincial Council. The Director is responsible for overseeing all NACMS Income and Expenditures approved by the SM Provincial Council
- Hire and supervise staff. Enter into limited contracts with skilled individuals to meet special needs such as computer programming or unique editorial projects
- Facilitate training and development of *Mandate*-related competencies among staff, encouraging appropriate staff members to be leaders in Marianist Studies in the Marianist world of North America.
- Coordinate the work and activities of the NACMS staff, using his or her own skills and competencies to participate in activities that will foster the *Mission and Objectives* of NACMS.
- With support from the Coordinator of Publications and Marketing, supervise the dedicated funds and all work related to NACMS Publications.
- Submit to the Provincial of the SM Province of the United States nominations of persons to serve on the NACMS Advisors Group. The Provincial Council appoints these persons to three-year, renewable terms.
- Organize and chair the Annual Meeting of the NACMS Advisors Group, as well as periodic meetings of the Local Advisors.

QUALIFICATIONS AND EXPERIENCE

- Capacity to articulate and interpret Marianist spirituality and mission such as through presentations and workshops.
- Capacity to examine the ways the Marianist charism and North American culture challenge each other.
- Capability to connect Marianist Studies and other disciplines such as theology and social sciences.

- Aptitude for linking theory and practice of Marianist Studies to ministries such as education and community formation
- Awareness of structures for collaboration and communication with the comprehensive Marianist Family and skill in building teams, networks, and partnerships
- At least five years of experience in the Marianist Family or a Marianist institution/ministry.
- Practicing Catholic, commitment to Gospel values, and a desire to embrace the mission of the Society of Mary and the Marianist Province of the United States.
- Available for travel, weekend, and evening work.

PHYSICAL DEMANDS

- Work is generally in an indoor setting.
- Must be able to handle, lift objects and or materials of up to 20 pounds.
- Must be able to use telephone (hear and speak) and use a computer and other electronic equipment.

REASONABLE ACCOMMODATIONS

Lifting up to 20 pounds is essential for this position. Lifting weights above twenty pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

ACCOUNTABILITY

The Director of the North American Center for Marianist Studies is directly accountable to the Assistant for Education who sits on the SM Provincial Council.

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

To Apply:

Email by August 31, 2016 cover letter with salary requirements, and resume to: megarcia@sm-usa.org

Salary and Benefits

Competitive salary and benefit package includes medical, dental, life, LTD, 403B and generous paid time off.