**EXECUTIVE DIRECTOR, INSTITUTE OFFICE OF ASSOCIATION**
**Sisters of Mercy of the Americas**

The Sisters of Mercy—an international community of Roman Catholic women—dedicate their lives to God through vows of poverty, chastity, obedience and service. For more than 190 years, motivated by the Gospel of Jesus and inspired by the spirit of their founder, Catherine McAuley, the Sisters of Mercy have responded to the changing needs of the times. Through their global network, the Sisters of Mercy strive to make a difference in the lives of those in need in North, South and Central America, the Caribbean, Guam and the Philippines.

Mercy Associates, by making a covenant (commitment) to be partners with the Sisters of Mercy, are women and men who respond to the Gospel invitation of Jesus, and the example of Catherine McAuley, to minister to God's children who are experiencing poverty, illness, or lack of education by living out the spiritual and corporal works of Mercy and extending the presence of Mercy to others through prayer, solidarity, and volunteer projects. While connected to the Sisters of Mercy, Associates come from many different faith traditions but are respectful of, and comfortable with, Christian symbolism and prayer.

The Executive Director leads the Mercy Institute Office of Association, connecting and supporting over 3,000 covenanted associates across the Americas and Pacific. Responsibilities include budget management, policy development, strategic planning, leadership development, and supervision of staff. This role ensures alignment with Sisters of Mercy values and coordinates Institute-wide activities to support organizational goals effectively.

Reporting to the Institute COO, this full-time, exempt position has the option to telecommute.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

-Works in collaboration with the Institute Leadership Team (ILT) Liaison on mission initiatives and with the Institute COO on administrative activities/planning.

-Provides leadership for staff, local facilitators, and associates at-large.

-Oversees covenant renewal process to encourage ongoing mission commitment.

-Develops and maintains an overarching structure for Mercy Association which harmonizes regional and local activities.

-Ensures a dynamic and energizing invitation process to sustain and grow Mercy Associates.

-Maintains strategic vision/goals and assesses progress toward achieving annual objectives.

-At appropriate intervals, facilitates strategic planning process for Association to affirm/revise vision and to assess continued relevance of initiatives, effectiveness of leadership structures, appropriate covenant scope, and healthy growth of associate activities.

-Represents Mercy Association organizationally at local, national, and international levels.

-Manages the Association Manager, Association Coordinator and Communications Design Administrator.

-Directs and reviews daily workflow of centralized staff and decentralized volunteers.

-Oversees budget for Office of Association which includes detailed allocation for decentralized entities.

-Manages the overall budget process for local area association groups.

-Manages routine communication efforts for associates and sisters Institute-wide in multiple time zones in order to connect Association activities.

-Manages the Mercy Association website, publications, Intranet pages and Association Communication on a strategic and routine basis.

-Ensures that Catholic Social Teaching and Mercy heritage are incorporated into all Association activities and communications.

-Collaborates with Institute departments of Justice, Communications, Stewardship, Information Technology, Archives, New Membership, Mission Advancement, Mission Integration and Anti-Racism.

-Collaborates with Mercy Volunteer Corps (MVC).

-Demonstrates and role models the mission, vision, values, behaviors, practices, and ethos of the Sisters of Mercy of the Americas, specifically the Gospel of Jesus Christ, the Works of Mercy and the Critical Concerns.

-Personally connects to associates globally through extensive travel.

QUALIFICATIONS AND EXPERIENCE:

-Bachelor’s degree or comparable and 5 -7 years relevant work experience required

-Active Mercy Associate status (Associate status with another religious community will be considered)

-Ability to work independently and as part of a team

-Ability to cultivate effective working relationships within a broad range of people and cultures

-Strong self-motivation and sound decision-making skills

-Understanding and appreciation of the traditions and culture associated with the Sisters of Mercy and their associates

-Good interpersonal skills and ability to communicate effectively with various internal and external audiences.

-Strong organizational, business, governance structure, and management skills.

-Commitment to Mercy spirituality; familiarity with Catholic Church structures and teaching

-Master's degree in business administration, faith formation, organizational development, or subject matter related to the key job competencies and demonstrated leadership abilities in non-profits preferred

To view the full position brochure, please visit the TEP website: www.trinityexecutivepartnership.com, "Current Searches."

The Sisters of Mercy of the Americas has engaged EMA Partners Chicago/Trinity Executive Partnership to facilitate this search.

To apply, interested and qualified candidates should submit a cover letter and resume to: info@trinityexecutivepartnership.com

Applicants will be reviewed immediately and accepted until the position is filled.

*EMA Partners Chicago/Trinity Executive Partnership is your Catholic Connection for Executive Search, Executive Coaching and Management Succession. We deliver services to hospitals/health care organizations, men's and women's religious congregations, colleges and universities, social service groups and dioceses.*