

**Position Title:** Program Implementation Director: Journey to Bethany

**Status:** Full time

**Reports to:** Director of the Office of Child and Youth Protection

### **Background**

Journey to Bethany is a new collaboration with the Diocese of Kansas City – St. Joseph. The Diocesan Vision, *One Family: Restored in Christ – Equipped for Mission*, identifies the need for healing and restoration. Bishop James V. Johnston, Jr., in collaboration with lay faithful and clergy, has established [Journey to Bethany](#), (JTB) a program designed to address the harm of clergy sexual abuse and other wounds, by broadening awareness of healing resources within the diocese.

### **Position Objective**

Under the guidance of the Director of the Office of Child and Youth Protection and a Steering Committee, the Implementation Director will develop a program for victims of clergy sexual abuse. This position will plan, promote and implement JTB's programs and services.

### **Essential Duties**

- Recruit and develop board of directors
- Develop strategic initiatives and fulfill mission in partnership with JTB board
- Create and recommend annual budget for JTB Board approval
- Manage resources and keep accurate financial records.
- Create short term and long term communication plans
- Promote JTB's mission utilizing new web presence and marketing tools
- Identify data base program; secure and utilize for donor and data entry
- Assist JTB Board with development of diversified fundraising plan
- Develop and build relationships with private, corporate and foundation donors
- Administer fundraising records and documentation
- Secure location for JTB with approval of steering committee and JTB board
- Search and hire JTB staff in cooperation with steering committee and JTB board
- Identify strategies and relationships with other non-profits for referral services/support

### **Knowledge, Skills and Abilities**

- Entrepreneurial spirit with commitment to results
- Excellent written and oral communications skills
- Ability to work independently and manage time effectively
- Experience in building and leading team of colleagues
- Strong motivational and staff leadership abilities
- Excellent presentation skills
- Ability to learn new software applications and complex features
- Commitment to uphold the highest standards of ethics, accountability, confidentiality and transparency

## **Basic Qualifications**

- Required:
  - Bachelor's degree in Business Administration, Nonprofit Management, Finance or equivalent.
  - Five or more years' experience and success in major gift fundraising including small and large events, grant writing, solicitation through social media, etc.
  - Intermediate computer and software skills, including Microsoft Office Suite
- Preferred:
  - Master's degree in Business Administration, Nonprofit Management, Finance or equivalent.
  - Successful leadership experience in a non-profit organization
  - Three or more years' experience in web page management and photo editing
  - Practicing Catholic in good standing

The Diocese offers a comprehensive benefits program, including medical, dental and vision plans, STD/LTD fully paid by the employer, retirement plans including a 403b plan and a defined benefit pension plan. Paid time off includes generous Vacation and Sick leaves, plus paid Holidays.

Note: All employees are required to consent to a background check, sign and acknowledge the Ethics and Integrity in Ministry policy and complete Protecting God's Children training.

To Apply: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/388480>