

Job Description

Job Title:

Executive Ministry Engagement Officer

Reports To:

Leadership Team/Board of Directors

FLSA Classification:

Exempt

Creation/Last Revised:

10/2025



Organization Overview:

The Franciscan Sisters of Perpetual Adoration is a nonprofit organization created by a community of vowed Franciscan women centered in Eucharist, committed to be a loving presence through prayer, witness and service. The sisters, derived from Franciscan and Catholic heritage, are inspired to bring the love of Christ that they encounter in the chapel out to the world. They remain dedicated to responding to the needs of this time as they accompany all who face systemic inequities and provide a compassionate presence giving witness to the Gospel of Jesus Christ with ministries in Justice & Peace, Integral Ecology, Art, Beauty & Joy, Sponsored Ministries, Ministry Grants and Seeding a Legacy.

Job Summary:

The Executive Ministry Engagement Officer will facilitate the commitment to mission and ministries of the Franciscan Sisters of Perpetual Adoration (FSPA) congregation and actively engages, creates, and nurtures a variety of mission-based organizations and partnerships in line with the vision set forth by the quadrennial gathering we call Mission Assembly. Initially positioned to act in a transformational capacity, the Executive Ministry Engagement Officer is responsible for leading the creation and transition of an integrated operational and ministry structure that supports existing and future FSPA ministries. In partnership with congregational and executive leadership, the Executive Ministry Engagement Officer oversees the Unified Justice Team, Integral Ecology, Mission Assembly outcomes, Archives & Heritage, Affiliation, Franciscan Spirituality Center, Prairiewoods Spirituality Center, and GATE while working to identify opportunities for operational efficiency, collaboration, and mission advancement. The officer collaborates with the FSPA Leadership Team to support the Discernment Office.

This role will also serve as one of five executive administrators on the FSPA, Inc. executive council to assist in organizational strategic goals, effective management of operations and enhancing overall performance. This collaborative effort is undertaken in partnership with the congregation, ensuring alignment with FSPA's core values and charism, which reflect the organization's mission and guiding principles. With significant decision-making and fiduciary authority, the Executive Council oversees FSPA, Inc.'s administrative functions and is accountable to the leadership team through October 31, 2026 with a transition to the Board of Directors on November 1, 2026.

Job Type: Full Time

Education & Experience:

Required:

- Bachelor's degree in a related field and ten years of experience in organizational management and operations or a Master's degree in a related field and five years of experience in organizational management and operations
- Experience in mission-based operations
- Demonstrated ability to drive organizational growth, manage change and foster innovation
- Proven track record of successful strategic planning, organizational development and implementation of initiatives

Preferred:

- Preference will be given to candidates with further training or certifications in nonprofit management, leadership, or pastoral theology
- Experience in leadership and management roles within a religious or faith-based organization
- Knowledge of leadership and management principles for nonprofit organizations
- Familiarity with and willingness to deepen knowledge of Catholic Social Teaching and Franciscan heritage

Essential Duties:

- Identifies with, shares in, and displays a commitment to the mission, philosophy and overall strategies of the Franciscan Sisters of Perpetual Adoration (FSPA)
- Ensures that the mission and values of FSPA, as well as its Mission Assembly statements and documents are incorporated into the ministries and administrative operations
- Leads the creation and transition of an integrated operational and ministry structure that supports existing and future ministries of the Congregation, which may lead to new directives

- Promotes collaboration with the internal ministries and shared services of the organization —HR, Finance, Communication, and Operations.
- Fosters and maintains a team model of shared leadership
- Provides effective leadership and oversight of the ministries governance, operations, and mission integration
- Personnel management of the ministry leaders
- Works to nurture current collaborations and to explore potential partnerships with other organizations that promote and extend the mission and values of the ministries and of FSPA
- Takes responsibility for the fiscal management of the ministries
- Ensures successful onboarding of new staff members while maintaining an engaging environment for existing partners in mission
- Partners with the Communications Team to review and implement FSPA's identity guidelines.
- Prepares and monitors annual budget for designated departments and teams in cooperation with EFO
- Partners with the executive council to consider and manage operational decisions, craft and refine strategic initiatives, act as a liaison with the Leadership Team and Board of Directors, including developing, implementing, and evaluation of ministries, programs and policies
- Reports to the Leadership Team and Board of Directors, maintaining open communication and disclosure of the conditions, operations, and needs of the organization
- Drafts, presents, and recommends organizational policies and programs to Leadership and the Board of Directors
- Supports and directs public relations activities to build and maintain relationships with other organizations and the public
- Executes other duties as requested by the Leadership Team and Board of Directors

****Other Duties as Assigned****

Knowledge, Skills, and Abilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Embodies the mission of the FSPA and seeks to incorporate and live out the values within the oversight, direction and visioning of the ministries
- Demonstrates an ability to inspire and motivate others to promote the philosophy, mission, vision, values and goals FSPA and its ministries
- Exhibits energy, ability, initiative and creativity to lead, foster and maintain a vibrant organization
- Adheres to and promotes the highest ethical standards throughout the organization
- Demonstrates our core values of respect, integrity, partnerships, discovery

- Demonstrates an ability to promote partnerships among groups
- Operates from a style of collaborative leadership
- Exhibits a high level of self-awareness and emotional intelligence
- Open to engaging with staff of different faith and cultural traditions
- Knowledge of leadership and management principles, specifically as exercised through the FSPA mission and values
- Strong oral and written communication skills, analytical skills, listening skills, planning and time-management skills; able to engage in courageous conversations
- Ability to envision and effect future possibilities for ministry development and expansion
- Strong knowledge of organizational development, including budget development, financial, and legal matters
- Understanding of and commitment to diversity in the workplace
- Ability to and willingness to travel

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position:

- Must be able to remain in a stationary position 30% of the time
- Occasionally moves about to attend meetings both internally and externally
- Frequently operates a computer and other equipment, such as a copy machine, computer printer and media equipment
- Frequently communicates information and ideas so others will understand. Must be able to exchange accurate information in these situations

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Work is normally performed in a temperature-controlled office environment
- The noise level is usually quiet to moderate
- Includes work at several locations including St. Rose Convent, Prairiewoods Franciscan Spirituality Center (PFSC), and Franciscan Spirituality Center (FSC)

Prerequisite: Tuberculosis screening test, drug screen, criminal background screening.

Disclaimer clause

The above statements are intended to describe the general nature and level of work required of the job. They are not meant to be an exhaustive list of all responsibilities, duties and skills required. FSPA reserves the right to change job responsibilities, duties and hours as needed.

I have read and understand the job description. I agree to accept the responsibilities and duties as outlined.

Signature

Date