

Job Description

Job Title:

Director of Affiliation

Reports To:

FSPA Leadership Team Liaison

FLSA Classification:

Exempt

Creation/Last Revised:

September 2020



Job Summary:

The role of the Director of Affiliation is to provide ongoing direction and vision for Affiliation.

The function of the Director of Affiliation involves administration, collaboration, management, and visioning. The Director of Affiliation works with a plurality of personalities, ages and cultures.

The Director of Affiliation maintains on-going communication with FSPA Leadership through the Leadership Team Liaison and the Affiliation Board.

REQUIREMENTS:

- Applicants must currently be an FSPA affiliate or in the process of becoming one
- Full-time employee with an office in La Crosse, Wisconsin

Job Type: Full-Time

Education & Experience:

- Knowledge of theology, scripture and adult faith formation, at a level normally acquired through completion of a Bachelor's Degree with two years related experience preferred or equivalent combination of education and leadership experience
- Demonstrated managerial/leadership abilities in supervising, planning, organizing, administration, and community relations
- Demonstrated interpersonal/relational skills in communication, collaboration, and group process

License requirements:

- Must maintain a valid driver's license

Essential Duties:

- Advocates for the FSPA Mission in relationship to Affiliation
- Coordinates initial and on-going formation for those answering the call to Affiliation. This ministry involves relating with Regional Coordinators, companions and Companion Communities
- Provides leadership formation of Regional Coordinators and Affiliation Board
- Builds relationships with Affiliates and Sisters through programming and other forms of communication
- Facilitates resource groups to create enriching educational faith programs, retreats, prayer services, Live-ins, community building and ministry opportunities
- Serves as chief communicator for Affiliation
- Oversees the Affiliation Office in all facets of its ministry
- Inspires Affiliates at every level with a commitment to the FSPA/Affiliation mission
- Supervises department staff. Conducts regularly scheduled performance appraisals. Provides direction to staff as needed.
- Develops and updates Affiliation manuals, procedures and records
- Prepares annual budget and is knowledgeable about the Affiliation Support Fund
- Serves as ex-officio member of the Affiliation Board
- Collaborates and builds relationships with internal and external Franciscan entities.
- Participates in national and regional Affiliate (Associate) organizations and conferences.

Perform other duties as assigned.**Knowledge, Skills, and Abilities:**

To perform this ministry successfully, an individual must be able to perform each essential duty satisfactorily. 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. This position requires an ability to:

- Articulate and support FSPA mission, Catholic belief, Franciscan values, and contemporary cultural issues as related to Church and ministry.
- Understand the relationship between Affiliation and FSPA and boundaries of FSPA governance and finances
- Exhibit a track record of visionary leadership
- Exhibit strong skills in collaboration and facilitation
- Communicate effectively in large and small groups
- Maintain confidentiality of sensitive issues
- Effectively use word processing, database entry and other components of Microsoft Office, and be willing to learn other required programs
- Possess a valid driver's license
- Travel and work evening hours and weekends as necessary

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.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; reach with hands and arms; and talk and hear. The employee is regularly required to stand and walk. The employee must frequently lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific correctable vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. This position requires the ability to travel both long and short distances and to drive a vehicle.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a temperature-controlled office environment. The noise level is usually quiet to moderate.

Prerequisite:

Physical exam, Tuberculosis screening test, drug screen, background check and personal and professional references, meet requirements of the Safe Environment Policy

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