

LEADERSHIP CONFERENCE OF WOMEN RELIGIOUS
ASSOCIATE DIRECTOR FOR BUSINESS AND FINANCE

GENERAL JOB DESCRIPTION

FLSA STATUS: Exempt

The Leadership Conference of Women Religious is seeking a regular full time Associate Director for Business and Finance.

The desired candidate has the skills and ability to coordinate and supervise the management of the Conference finances and property.

In addition, she/he will coordinate local arrangements for the annual LCWR Assembly, Board meetings, and conference programs.

TITLE: Associate Director (Administration and Finances)

CATEGORY: Regular Full Time

GENERAL SUMMARY

- Coordinates and supervises the management of the Conference finances and property.
- Coordinates local arrangements for the annual LCWR assembly, board meetings, and conferences.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Essential Outcomes

- Directs annual budget process and continues oversight of income and expenses during the course of the fiscal year.
- Shares primary administrative contact for the management of the CMSM/LCWR owned office building. Keeps the respective directors informed and consults with them in major decisions affecting the property.
- Researches and recommends the site for the annual LCWR assembly and makes all local arrangements for the assembly; coordinates support services during the event and does the follow up after the assembly.
- Makes local arrangements for the national board meetings, New Leader Workshops, and other meetings or conferences at the request of the executive director.

Relationships

- Serves as a member of the LCWR administrative staff.
- Represents LCWR at the annual RCRI and NACPA conferences.

- Staffs the LCWR finance committee.
- Staffs committees or task forces, participates in meetings, New Leader Workshops, and other meetings or conferences at the request of the executive director.

Use of equipment, tools

- Uses word processing (Microsoft Word) in network environment; reads MIP Accounting Program

Supervisory responsibility

- Supervises the Conference business manager in bookkeeping and coordination of employee benefit programs.
- Supervises contracted services, especially the cleaning company and building maintenance manager.

Other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- MA degree in administration and/or related fields.
- Experience and skill in organizing, planning logistics for events.
- Sufficient competency and understanding, experience of finances – budgeting, accounting process, financial monitoring and reporting, investments.
- Ability to handle many projects at one time.
- Experience and/or aptitude in basic aspects of property management.
- Interpersonal skills in dealing with staff, committees, vendors and other publics.
- Experience in religious congregational leadership or other congregational administration an asset. Knowledge of contemporary Catholic Church and religious life.
- Some basic knowledge of the human resources area, benefits, insurance, etc.

WORKING CONDITIONS

- On-site office hours 9 a.m. – 5 p.m. Evening and weekend hours as needed.
- Travel required (approximately 8-10 times annually).

ACCOUNTABILITY

- Reports to the Executive Director of LCWR; National Board biannually.

TO APPLY FOR THIS POSITION

Send a letter of application, resume, and three letters of recommendation, (one from a recent employer, one from a religious provincial/major superior, if a vowed religious) by June 11 to:

**Janet Mock, CSJ
8808 Cameron Street
Silver Spring, MD 20910**

Or email: jmock@lcwr.org

Starting date: July 15, 2012