



POSITION DESCRIPTION

TITLE: Executive Director

FLSA STATUS: Exempt

CATEGORY: Regular full-time

SUPERVISOR: LCWR President

INTRODUCTION

The LCWR Executive Director provides leadership and direction for the hopes and dreams of the conference including the implementation of the LCWR Call for 2015 - 2022. She collaborates closely with the conference officers; leads and coordinates the staff of the national office to implement, activate and advance the conference's purpose and direction. She is responsible with the Presidency and Board, to anticipate significant trends and issues influencing religious life, the national conference and the member congregations.

GENERAL SUMMARY

- Directs, coordinates, and oversees the ongoing administration of the Leadership Conference of Women Religious including all projects, programs, and the work of the National Office as described in *The LCWR Policy Handbook*
- Provides executive leadership with and among the National Board and Executive Committee, the officers, and the National Assembly¹
- Represents, speaks, acts for, and interprets the Conference in extra-Conference forums²
- Provides executive leadership within the National Office and among staff members³

PRINCIPAL DUTIES AND RESPONSIBILITIES

To the Members of the conference

- Assists members of the conference through her leadership of services provided through the LCWR National Office.
- Ensures the communication with the Regions of the Conference.

¹ *LCWR Policy Handbook VI-B-1*

² *LCWR Policy Handbook VI-B-2*

³ *LCWR Policy Handbook VI-B-3*

To the Officers and National Board

- Assists the members of the LCWR Presidency, the Executive Committee and the National Board in carrying forward the mission, vision and goals of LCWR
- Gathers agenda and prepares all background materials for each meeting of the Executive Committee and the National Board; oversees execution of decisions made by the Executive Committee and National Board
- Oversees the planning and execution of the annual assembly; works closely with the members of the presidency, the national office staff, appropriate committees and the facilitator to develop the assembly and its processes; scripts the presidential elements in the assembly.
- Arranges for appointments for the annual trip to Rome; assists the LCWR Presidency in preparing for the various office visits; collaborates with the Executive Director of CMSM in coordinating the office visits
- Notes trends and/or evolving situations that could impact the conference and/or its members, and alerts the officers and/or National Board of these trends
- Calls attention to evolving policy needs within the conference and participates in the formulation of policy
- Serves as an ex-officio member of the Executive Committee and the National Board

To Other organizations and settings

- Represents and negotiates on behalf of LCWR in appropriate external forums
- Works closely with the executive director of Conference of Major Superiors of Men (CMSM) to assure the smooth running of the joint offices, while attending to the unfolding vision of religious life.
- Coordinates collaboration of the conference with other organizations of leadership of religious: Conference of Major Superiors of Women Religious- CMSWR, Conference of Latin American Religious- CLAR, International Union of Superiors General - UISG, Canadian Religious Conference- CRC, Mexico Conference of Religious- CIRM.
- Represents LCWR in collaborative endeavors with other organizations.
- Serves as LCWR representative /liaison on a variety of boards and committees including, but not limited to:
 - The Board for the Resource Center for Religious Institutes
 - The USCCB Commission for Religious Life and Ministry
 - The USCCB Committees: Domestic Justice and Human Development; International Justice and Peace; Clergy, Consecrated Life and Vocations; Religious Retirement Management Board

To the National Office staff

- Initiates, coordinates, and oversees – either directly or through associates – processes of administration: planning, program implementation, action to effect social justice, communication, organizational procedures and functions
- Oversees development and completion of programs and projects in order to fulfill conference purposes and goals
- Directs, either personally or through associates, program efforts of LCWR committees and working groups
- Has responsibility within the parameters of National Board policy and direction for overseeing the operating budget and the reserve funds of LCWR
- Provides leadership for the staff and other support personnel in the national office in accordance to the LCWR Handbook.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Former member of LCWR
- MA or comparable level of education/experience
- Competence in administration
- At least three years' experience in religious congregation leadership beyond the local community level
- Developed skills in spoken and written communication
- In-depth knowledge of LCWR's organization, policies, and practices
- Knowledge and understanding of post-Vatican II renewal in US women's religious congregations
- Broad knowledge of major current trends and issues in Church and civic spheres
- Commitment to justice for all, and especially for women in Church and society
- Understanding of other national organizations and their agendas

WORKING CONDITIONS

- Regular on-site office hours; evening and weekend hours as needed
- Frequent travel required
- Three-year appointment, renewable for one additional three-year term⁴
- Reports to National Board and is immediately accountable to the LCWR President

Reviewed: October 2, 2017

⁴ With the advice and approval of the National Board, the President appoints the Executive Director for a three-year term, beginning with a 90-day probationary period. She is evaluated annually by the President . In the third year of her term, after an extended evaluation, the contract may be renewed. Ordinarily she serves no more than two terms.