

**CONFERENCE OF MAJOR SUPERIORS OF MEN (“CMSM”)
POSITION ANNOUNCEMENT**

Position: **Executive Director**

Reports to: The Executive Director will be responsible to CMSM’s Board of Directors and serve as an ex officio member of the Executive Committee.

Position Summary: The Executive Director of CMSM leads the Conference, under the oversight of the Board of Directors. He oversees and supports the mission of the Conference, which serves as the common voice of male religious in the United States. He collaborates with the Chief Operating Officer, who oversees the National Office and the programmatic elements of the mission. He serves as the public liaison for the Conference, including its relationship with its member-religious institutes, the Holy See, the USCCB, and other appropriate Church groups, conferences, and bodies.

**Key Credentials and
Personal Qualities:**

1. Male religious in good standing, with the permission of his Major Superior to apply for the position.
2. Former major superior preferred; former or current provincial counselor required.
3. Passion for religious life and commitment to the mission of the Catholic Church.
4. Proven pastoral, administrative and team leadership skills; capacity to initiate, coordinate and supervise multiple projects and activities.
5. Ability to serve as spokesperson for CMSM; strong verbal, presentational and written skills.
6. Capacity to sustain an extended travel schedule (up to 50% of the time) including international commitments.
7. Proficiency with Microsoft Office and basic computing skills.
8. Fluency in English required; competency in other languages helpful.

Core Responsibilities:

1. Promote the mission of CMSM and religious institutes in the United States.
2. Identify opportunities and needs which CMSM and other organizations can meet. With the Board, COO, and staff, provide leadership on mission development and achievement.
3. Ensure compliance with the CMSM statutes and Church teaching.

4. Communicate regularly with the Board and the COO, ensuring all programs are supportive of the mission of the Conference.
5. Serve as a resource for members and religious leaders on issues related to religious life.
6. Serves as public liaison to various Catholic Church conferences, groups, and bodies, especially USCCB, LCWR, CMSWR, and other groups serving male religious.
7. Where asked, with input from the Executive Committee and COO, served on appropriate committees, task forces, and project groups that move forward the mission.
8. Promote active and broad participation by volunteers in all areas of the Conference's work.
9. Provide spiritual and faith development opportunities for the staff, members, and other groups as appropriate.
10. With the staff, support all CMSM programming.

This job description is intended to convey the general scope of the major duties and responsibilities inherent in this position. Other tasks not listed here may be assigned by the Board. Periodic revision may be necessary to reflect changes. This job description will be reviewed and/or revised by the Board annually and as needed.

TO APPLY:

Please send a cover letter and résumé to execsearch@cmsm.org. In your cover letter, please address:

- Your connection to the mission of CMSM
- Your leadership style
- Your vision for representing male religious of the United States and CMSM
- Past experiences in religious leadership and how that will support your work with CMSM
- Please state whether your major superior has approved of your application and your salary requirements

Applications will be reviewed on a rolling basis, with a preference for applications received by January 31, 2020. The Conference hopes to have a new executive director begin his assignment between March 1 and August 1, 2020. A minimum of a four-year commitment is requested from the applicant's major superior.