



# Franciscan Mission Service

## EXECUTIVE DIRECTOR

Reports to: Board of Directors | Location: Washington, D.C.

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## About Franciscan Mission Service

### MISSION STATEMENT

As followers of Christ in the Franciscan tradition, Franciscan Mission Service (FMS) builds partnerships with Catholic women and men who are inspired to live and serve in solidarity with economically poor communities across the globe – and to bring the transformative experience of mission to North American societies and churches as advocates for peace, justice, reconciliation, and care of creation.

### CORE STATEMENT

These seven statements identify the core belief system from which we operate. They define the “soul” of FMS and inspire the work that we do.

- We have faith in the transforming power of Christ’s love in the world.
- We believe the world is a graced place.
- We believe in the absolute and fundamental dignity of each individual and creation.

- We embrace Catholic Social Teaching as central to our faith and service.
- We have confidence in the wisdom of poor communities.
- We engage in a mission of presence, accompaniment, and advocacy.
- We believe strong theological and cross-cultural training leads to respectful and effective mission service.

## HISTORY

Franciscan Mission Service came into existence in 1985 at the request of a group of North American Franciscan friars (OFM) who felt called to offer lay people the opportunity to experience international mission in the spirit of Saints Francis and Clare.

Brother Anselm Moons, FMS founder, believed deeply in the role of laity in the church. The first lay missionaries went overseas in 1990 and since that time FMS has trained, commissioned, and supported more than 130 men and women for service in: Bolivia, Bosnia, Brazil, Colombia, El Salvador, Guatemala, Honduras, Jamaica, Kenya, Namibia, Nicaragua, Peru, Siberia, South Africa, Tanzania, Thailand, the Philippines, Zambia, and Zimbabwe.

In 2009 FMS started offering service opportunities in Washington, D.C. through the Nonprofit Servant Leadership Program (originally named the "Domestic Volunteer Program"). FMS has since had about 20 young adult Catholics serve, live in intentional community, incorporate the Franciscan charism into their life and faith, and deepen their understanding and commitment to mission.

## ABOUT THE POSITION

The Executive Director provides the day-to-day leadership and management of the organization from the FMS office in Washington, D.C. near Catholic University of America, focusing on the implementation of established FMS vision and goals in support of program priorities. These include recruiting, training, monitoring, and supporting overseas lay missionaries in service throughout the world and fostering an ongoing relationship with returned missionaries in the needs of the Church and wider society within the United States.

The Executive Director operates within the parameters set forth in the by-laws, reporting directly to the Board of Directors. The Executive Director is a member of the board.

## The new Executive Director will:

- be **passionate** about the **FMS mission** and have a strong belief in the **Franciscan charism and Catholic social teaching**;
- be a **dynamic leader** who is able to effectively lead the team to expand program sites and resources;
- foster an atmosphere that **promotes the values and the vision** of FMS: spirituality, simple lifestyle, Gospel message, and community;
- be **creative, innovative, and have a strong background of leadership** while working collaboratively; and
- **connect and engage** missionaries, alumni missionaries, and Franciscan and other Catholic mission-oriented organizations to FMS.

## KEY JOB FUNCTIONS

### *Lead the organization*

- Ensure the strategy, program development, growth, and continuous improvement of overseas and domestic FMS initiatives and services
- Work effectively with the FMS Board of Directors (BOD)
- Inform and educate the Board in all areas of the organization's activities
- Recommend to the Board needed policy and programmatic changes
- Produce and implement annual goals and objectives based on a strategic plan approved by the Board
- Effectively recruit, hire, manage, develop, motivate, and evaluate the staff
- Ensure that the organization and staff observes all legal requirements
- Coordinate and facilitate appropriate internal communication within the organization
- Ensure the organization maintains appropriate records
- Participate in an annual review/evaluation of the organization, its program, and activities

### *Financial Management*

- In collaboration with the FMS Board Executive Committee and the FMS staff, develop the annual operating budget
- Working with staff, develop and implement the annual operating budget
- Coordinate preparation of quarterly reports to the Board regarding FMS finances and work closely with the executive officers of the BOD on significant changes between BOD meetings.

### *Fundraising/Development*

- With the Board of Directors, develop and implement a fundraising plan
- Develop and implement annual fundraising strategies
- Work with the Board's Development Committee to identify, cultivate, and solicit major donors, and to plan and implement fundraising events
- Write direct-mail appeals and coordinate the process of acknowledging donations with the Office Manager and/or Development Specialist
- Coordinate the process for parish mission appeals, new volunteer fundraising, appeals to Franciscan Congregational leadership and Secular Franciscans
- Research, write, and solicit grants and donations that will assist with the ongoing development of the FMS mission and vision

### *Relationship Management and Community Relations*

- Build and maintain appropriate and positive relationships with Board members, Franciscan community, placement supervisors, and other Franciscans within the regions where volunteers serve, other volunteer program directors, FMS alumni, and other stakeholders of FMS, e.g. the public face of FMS
- Manage and sign all contracts in the name of the organization, and keep the Board informed of all legal contracts
- Build and maintain relationships with funders and supporters of FMS
- Provide oversight of all external communications, including social media, to ensure the FMS mission, core statements, and values are reflected
- Coordinate planning and production of Franciscan World Care newsletters

## Position Competencies, Skills, and Qualifications

To successfully lead FMS, the ideal candidate will possess a strong knowledge of nonprofit organization leadership and management, nonprofit governance, and fund development as well as strong behavioral competencies and attributes described below.

## Functional/Technical Knowledge, Experience, and Skills

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- Experience in nonprofit leadership as an executive director, CEO, or director of programs
- Experience in program management, design, and outcome measurement
- Experience and success in fundraising, including annual giving, grants, and major gifts
- Budgeting and knowledge of financial principles







## Behavioral Competencies and Attributes

- Passion for the work; compassion for the community served; a strong spiritual commitment and an ability to lead with vision
- Strong leadership and management acumen
- Extremely strong strategic thinking and planning skills with the ability to establish both short-term and long-term strategies and plans for achieving organizational goals
- Ability to accomplish tasks in collaboration with and through others
- Very strong interpersonal skills with the ability to be persuasive with a variety of constituents
- Very effective communication skills (including, verbal, written, presentation, and listening skills)
- Ability to establish priorities, goals, and timelines and lead team achievement of quantifiable outcomes
- High-level and effective problem-solving and decision-making abilities
- Orientation toward action and results
- Sense of humor
- Ethics and integrity in all activities inside and external to FMS

## QUALIFICATION REQUIREMENTS

- A Bachelor's degree in an appropriate field or equivalent knowledge/experience
- Significant experience (five+ years) increased management responsibility
- Demonstrated appreciation and understanding of the Franciscan charism and Catholic social teaching
- A practicing Roman Catholic with a strong understanding of and respect for Roman Catholic beliefs and practices
- Ability to relocate to the Washington, D.C. area

## DESIRABLE QUALIFICATIONS

- Master's degree in Divinity, Theology, Social Work, or related field
- Experience in a full-time volunteer/mission program
- Missioner or staff experience in a cross-cultural international setting
- Experience working with volunteers, especially young adults and/or retirees
- Knowledgeable about servant leadership

## Application Process:

Benefactor Group is assisting Franciscan Mission Service in this search. Applications will be reviewed as they are received. All applications will be considered highly confidential.

To apply, please send cover letter and resume to: [HR@benefactorgroup.com](mailto:HR@benefactorgroup.com)

Candidates are urged to visit the Columbus Children's Theatre website: [franciscanmissionservice.org](http://franciscanmissionservice.org).

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