



**Job Title:** Manager, Educational Resources and Projects  
**Department:** SNJM Incorporated Province Ministries  
**Reports To:** Province Leadership Team (PLT) Representative  
**FLSA Status:** Exempt / Full-Time  
**Revision Date:** December 27, 2017

**SUMMARY:** Works in close collaboration with both the Province Leadership Team (PLT) and the Members of the SNJM Incorporated Province Ministries (IPM) to identify current realities and emerging trends in each of the incorporated ministries. Establishes collaborative relationships with the head of the ministry and Board chairs for each IPM and facilitates clear communication processes. Collaborates with Corporate Members to fulfill their reserved powers; designs strategies for the Corporate Members and other stakeholders to explore the future direction of sponsorship. Ensures the SNJM mission and values are incorporated in each ministry.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Province Leadership Team and Province Departments**

1. Facilitates the flow of information related to sponsorship with the PLT.
2. Assures timely correspondence and communications with ministry leaders related to the PLT's Province role as sponsors (charism grants, Province commitments, support of ministries, identification of new Members, etc.)
3. Refers questions to the PLT and CFO when a matter involves a Province Corporation, SNJM-owned property or Province resources.
4. Brings lists of Sisters proposed by the Members and the institutions for local board service to PLT for consultation.
5. Collaborates with the Province CFO to ensure adequate and accessible information on liability insurance matters, audits, financial statements, and the overall financial profile of the institutions.
6. Collaborates with Province Department Managers, as needed.

### **Corporate Members**

1. Maintains strong collaborative relationship with the Members. Updates Members on significant events and challenges of an institution as they become apparent. Makes immediate contact with the Members in the case of any reported incident that may be open to public or legal scrutiny. Strategizes with the Members to determine appropriate course of action in crisis situations.
2. Assures appropriate communication of information to and from the ministry leader and Board.

3. Assures that the members fulfill their responsibilities in carrying out the reserved powers as defined in each ministry corporation's by-laws.
4. Coordinates an annual meeting of Members and key personnel of each institution (CEO, Board trustees, business manager, etc.).
5. Keeps abreast of current trends in sponsorship through networking with other religious congregations and other resource organizations.
6. Collaborates with Members on collection, publication, and dissemination of charism integration materials, making them available for ministries and Province needs.
7. Facilitates meetings requested by the Member(s), PLT, a ministry leader or Board chair.
8. Oversees the shared electronic network folders to facilitate the work of the Members.

### **Ministry Relationships**

1. Pro-actively establishes professional relationships with Ministry Leader and Board Chair of each Incorporated Province Ministry. Receives all minutes and significant board communications and tracks information in a timely manner for Members.
2. Coordinates the transition to a new sponsorship model.
3. Collaborates with Incorporated Province Ministries as needed to enhance overall board effectiveness. Provides resources and processes to orient and educate new trustees/directors and ministry leaders on their board roles/responsibilities.
4. Attends Incorporated Province Ministry Board meetings or other events in collaboration with the Members.
5. Actively participates in the annual gathering of the SNJM Network of Schools and gives input on the agenda, as appropriate.

### **Mission Integration**

1. Insures the SNJM mission and values are integrated at each Incorporated Province Ministry.
2. Provides SNJM mission formation for new Ministry Leaders, new Board Trustees, staff/faculty and students, as needed.
3. Updates and creates materials for the on-line bank of mission integration resources.

### **Office Management**

1. Assures complete files and profiles of each Incorporated Province Ministry (e.g. corporate history, current reality, Board profile, and emerging challenges and possibilities, strategic plans, annual reports, Board meeting calendar, Board roster, Board minutes, representative marketing materials, calendar of major events, etc.).
2. Responsible for developing and maintaining the Incorporated Province Ministries Office budget.

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3. Assures that Corporate Records are maintained appropriately and kept current.
4. Other related duties as assigned.

**DIRECT REPORTS:** Supervises Incorporated Province Ministries Specialist.

**INTERRELATIONSHIPS:** Members, Principal/President/CEO and Boards of Directors/Boards of Trustees for each of the Incorporated Province Ministries, Province CFO, Province HR Director, Province Communications Director

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION:** Master's degree in organizational development, education or administration, or a related equivalent.

**EXPERIENCE:** Minimum of 5 years increasing responsibility in organizational effectiveness. Significant experience in educational leadership or a similar role is required. Experience in an SNJM (or other religious community) ministry or similar mission-based non-profit organization.

**Skills, Knowledge and Abilities:**

1. Must be supportive of the mission of the Sisters of the Holy Names.
2. Must model SNJM Guiding Values in carrying out work activities and responsibilities.
3. Must be able to respect and maintain confidentiality of sensitive information.
4. Proven experience in organizational or systems design. Thorough knowledge of and experience with institutional administration and/or religious congregation sponsorship models
5. Proven ability to build cooperative, supportive working relationships and to work effectively and diplomatically with a wide variety of individuals and groups.
6. Previous experience working with and/or participating on Boards of Directors/Boards of Trustees, and providing board training/education. Understanding of corporate governance models and requirements.
7. Ability to understand and evaluate ministry documents, i.e. financials, budgets, audits, articles of incorporation and bylaws.
8. Proven ability to manage, coach, and evaluate staff and to provide guidance and support in their development.
9. Demonstrated professional communication skills, both written and oral.
10. Ability to think creatively in approaching challenges and possibilities for Incorporated Province Ministry.
11. Success in developing and working with collaborative partnerships, both internal and external to the organization. Interest in and ability to network with others outside the organization to explore and evaluate other models of sponsorship.
12. Proficiency in Microsoft Office Suite (Word, Outlook, Excel, PowerPoint). Competence in or ability to become proficient in current and future videoconferencing technology.

13. Flexibility and ability to travel approximately 20% of the year; and to work a non-traditional work schedule as needed.

**PHYSICAL DEMANDS AND/OR WORK ENVIRONMENT:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Include work environment as appropriate to the job's performance (e.g., working in temperature extremes, using hazardous equipment, lifting requirements, etc.).*

Position requires frequent travel to Ministries on the east and west coast; ability to travel via air and other means of transportation. When in office, frequently sits while doing computer or office work, meeting with others, and/or talking on the telephone. Occasionally lifts/carries up to 10 pounds of boxes and files and stoops or bends when retrieving files. Frequently uses fine finger manipulation while keyboarding.

**EQUIPMENT USED:**

Personal computer, telephone/voice mail, fax, copy/scanning machines, and other office equipment.

SNJM is committed to continually building a workplace that exemplifies its values and vision of being hospitable to everyone. The Sisters of the Holy Names of Jesus and Mary (SNJM) is an Equal Opportunity Employer.

We offer a competitive salary and benefits package including medical/dental, group life and disability coverage, a 401K plan, and paid time off.

To learn more about the mission and vision of the Sisters of the Holy Names visit:

[www.snjmusontario.org](http://www.snjmusontario.org) To apply, submit your resume along with a cover letter to [jobs@snjmuson.org](mailto:jobs@snjmuson.org)