



# CATHOLIC PRO-LIFE COMMUNITY

## RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

### POSITION DESCRIPTION

<b>TITLE</b>	Executive Director	<b>DEPARTMENT</b>	Administration
<b>DATE</b>	October 2020	<b>LOCATION</b>	Central Office in Addison

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#### GENERAL INTRODUCTION

The position of Executive Director exists primarily to ensure achievement of the Mission of the Catholic Pro-Life Community (CPLC). All employees and volunteers of the CPLC are to exercise faithful stewardship of the time, talent, and resources at their disposal and those of their co-workers in achieving the results that will be most worthy of the prayers, sacrifices, and generosity of our supporters.

#### SUMMARY OF POSITION

Reporting to the Board of Directors, the Executive Director, synonymously the Chief Executive Officer (CEO) of the organization and the Respect Life Director for the Diocese of Dallas, is the keeper of the culture of the Catholic Pro-Life Community. The Executive Director provides direction and leadership to the organization; is chiefly responsible for achieving the mission and financial obligations in complete compliance with Church and civil requirements; ensures the quality, timely, accurate, and professional presentation of all materials and reports; assists the Board in fulfilling its role as an ex-officio member; and is the senior representative to the public.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures the organization and its mission, programs, services, and materials consistently present a clear, persuasive, effective, and positive pro-life solution for North Texas
- Manages the Directors of the CPLC Ministries, Communications, Development, and Operations Departments to achieve the mission of the organization.
- Ensures a positive culture within the CPLC including the staff, volunteers, donors, and supporters in conformity with ecclesial and civil regulations
- Oversees the solicitation and stewardship of donors and fundraising communications, campaigns, and events in collaboration with the Director of Development
- Oversees the design and delivery of marketing, promotional and other communication materials in collaboration with the Director of Communications
- Oversees the design, delivery, and quality of programs and services in collaboration with the Ministry Directors
- Keeps abreast of legislative, scientific, medical, cultural and Church developments that bear on the CPLC's pro-life mission
- Represents in a clear, persuasive, effective, and positive way the organization's mission, programs, and achievements to supporters, volunteers, media, organizations, businesses, and other groups as appropriate
- Represents the organization to and liaises with local, state, national, and international Church and pro-life groups in good standing
- Liaises with the Bishop for his guidance and cooperation with issues and events requiring his attention
- Determines and manages the prioritization of ministry and community efforts within the defined CPLC mission with Board approval
- Recommends annual budget for Board approval, in collaboration with the Director of Operations, and prudently manages the organization's resources within those budget guidelines according to current laws and regulations
- Supports the Board's effective execution of its role through timely and effective communication of issues affecting operations, achievement of objectives, public relations, staff, and volunteers

## **EXECUTIVE DIRECTOR JOB DESCRIPTION**

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### **KEY QUALIFICATIONS**

- Ability and desire to support the mission of the Catholic Pro-Life Community and the Church
- Ability to motivate staff, donors, and media toward the organization's goals
- Acceptance of the magisterial teachings of the Catholic Church with detailed understanding of the teachings on the life issues
- Catholic and active membership in a parish in good standing with the Church
- Strong communication skills in verbal, written, social, and video mediums
- Demonstrated ability to manage across multiple, concurrent departments with competing needs
- Demonstrated ability to establish and maintain priorities across a diverse set of constituencies
- Demonstrated ability to lead a diverse team of employees or volunteers
- Demonstrated ability to recruit high quality employees or volunteers
- Demonstrated ability to manage spending against annual budget goals
- Demonstrated ability to effectively connect with the community and encourage support of the mission from volunteers and donors
- Demonstrated ability to establish and nurture relationships with key constituencies such as staff, volunteers, donors, and clergy

### **OTHER SKILLS AND EXPERIENCE**

- College degree, preferably in business administration or equivalent experience
- Sensitivity to the attitudes of diverse groups as they pertain to the broad spectrum of life issues
- Understanding of and compliance with the Diocese's Safe Environment Program
- Ability to function in and manage an organization of work-from-home managers and subordinates
- Facilitate with current modes of electronic research and communication

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All representatives of the Catholic Pro-Life Community may be required to perform duties outside of their normal responsibilities from time to time as needed.