



# CATHOLIC PRO-LIFE COMMUNITY

## RESPECT LIFE MINISTRY OF THE DIOCESE OF DALLAS

### POSITION DESCRIPTION

<b>TITLE</b>	Director of Ministries	<b>DESCRIPTION</b>	Full-Time (40 hrs), Exempt, Salaried
<b>DATE</b>	November 2022	<b>LOCATION</b>	Central Office in Addison

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### GENERAL INTRODUCTION

This key leader is responsible for overseeing and managing all the Directors of the specific ministries that serve the Pro-Life activities and clients who approach the CPLC with their specific pro-life needs. The position of Director of Ministries exists primarily to ensure achievement of the Mission of the Catholic Pro-Life Community (CPLC) through the direct support and guidance of the leaders of our ministries

### SUMMARY OF POSITION

Reporting to the Executive Director, the Director of Ministries leads and inspires (through thought, word, and action) in the various CPLC Ministries: Convert to Life, Project Gabriel, Healing After Abortion, Speakers Bureau, Civic Action, Community Engagement/Prayer and Youth and Young Adult. The Director of Ministries must be thoroughly familiar with, and personally devoted to, the teachings of *Evangelium Vitae* and the guidelines set forth by the USCCB *Pastoral Plan for Pro-Life Activities*, specifically the purpose, mission, and activities of each of the specified Ministries of the CPLC. The Director of Ministries supervises and reviews the performance of the Ministries Department and its various Ministry Directors.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with each Ministry Director to develop annual goals that maximizes the contribution of their ministry to the lives and wellbeing of babies, families, and the elderly. Once goals are developed, this role works hand in hand with the individual Ministry Director to plan, execute, and optimize the ministry itself and all its volunteers and staff. Working together, they ensure that the ministry saves and heals the most lives possible.
- Functions as the liaison with the Marketing and Communications department to assist in the design and messaging used for ministry promotions and announcements.
- Functions as the liaison with the Development Department to assist in the creation of grant requests and special events to support the ministries.
- Supports Ministry Directors and their team members by communicating frequently in person and by phone and e-mail; encouraging them by word and action in their pro-life mission and tasks; actively listening, collaborating, and problem-solving; and guiding and supervising the various Ministry Directors in achieving successful results in the pursuit of their respective goals.

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### ESSENTIAL DUTIES AND RESPONSIBILITIES (CONT'D)

- Initiates and/or guides Ministry Directors through the hiring process for new staff and orientation of volunteers. Acquaints new staff and volunteers with CPLC and diocesan policies and procedures.
- Works with each Ministry Director, Director of Finance and Operations, and Executive Director to develop and maintain a yearly budget and propose new expenditures, when needed. Monitors and approves all appropriate expenditures made to each Ministry budget and submits them to Director of Finance and Operations and Executive Director.
- Performs periodic reviews of the goals and effectiveness of each of the Ministry and makes recommendations to the Executive Director and Director of Operations.
- Presents comments, views and suggestions made by Ministry Directors and delivers reports at Administrative Team Meetings.
- Functions as a liaison to clergy and communities within the parishes along with the CPLC Parish Engagement team.
- Represents the mission and the various Ministries of the CPLC to other ministry partners, organizations, and dioceses, as appropriate.
- Submits regular status reports to Executive Director.
- Attends functions and performs other duties as called for by Executive Director.

### KEY QUALIFICATIONS

- **Passion for Protection of Life.** A heartfelt desire to join a community of love and dedication to the most important cause – Life. The Catholic Pro-Life Community doesn't just do pro-life work as some hobby to be squeezed in when we have time, but as the very heart and soul of our quest for justice in this world.
- **Natural Relationship Skills.** An ability to make a good first impression through a positive combination of professionalism, trustworthiness, and an honest appreciation for other people. A pleasant demeanor and kind appearance. Handling interpersonal relationships with discernment and empathy.
- **Proven Communication Skills.** Excellent written and verbal communication skills that allows you to be goal-oriented without being aggressive. This includes the ability to communicate through individualized personalization beyond traditional broad-based mailings and social media campaigns. A high level of proficiency in standard Microsoft Office, Email, and Teams tool is needed to facilitate these personalized communications.

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### KEY QUALIFICATIONS (CONT'D)

- **Dedication to our Community.** The willingness and ability to demonstrate the values of the CPLC by consistently and positively serving as a "face" of the CPLC to the Diocese of Dallas and the broader pro-life community. Acceptance of the teachings of the Church, especially the teachings on life issues. Active membership in a parish/faith community in good standing with the Church. Compliance with all Safe Environment requirements of the Diocese of Dallas and the CPLC.
- **Teachable and Adaptable.** Willing to learn and adapt your experience in relationship-based fundraising events within the context of the culture and mission of the CPLC. Ability to work effectively with individuals at all levels of the organization and community
- **A Proven Leader.** Ability to motivate and lead staff and volunteers to achieve the desired goals. This requires a continuity of direction that begins with planning and defining key approaches, providing hands-on demonstration and knowledge transfer, and learning and optimizing based on actual performance.
- **Foundational Experience.** Demonstrated ability to achieve designated goals through individual contribution and team-oriented solutions. College degree, preferably in business administration or equivalent experience.

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.