

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

Archdiocese of Washington
5001 Eastern Avenue NE
Hyattsville, MD 20782

Client Background

The Archdiocese of Washington is home to over 620,000 Catholics who live in Washington, D.C. and the five surrounding Maryland counties of Montgomery, Prince George's, Calvert, Charles and St. Mary's. The 139 parishes and 95 Catholic schools educate over 27,000 children while service agencies, including Catholic Charities and Victory Housing, have made the Archdiocese one of the largest non-governmental social service providers in the region. Every year, tens of thousands of people receive food assistance, mental health counseling, shelter, health care, immigration and legal aid, affordable housing and more through the archdiocesan service entities.

Position: Secretary of the Department of Catholic Education

Reports to: Vicar General/Moderator of the Curia

Position Summary

The Secretary for Catholic Education of the Archdiocese of Washington assists the Archbishop in his teaching ministry by providing leadership and oversight for all education efforts of the Archdiocese of Washington.

Duties & Responsibilities

- Assists the Archbishop in his teaching ministry by providing leadership and oversight for all educational efforts of the Archdiocese, including Catholic schools and children's and adult religious education programs in parishes.
- Makes recommendations to the Archbishop, implements his decisions, and reports on ongoing efforts in the area of Catholic education and formation.
- Supervises the Superintendent of Catholic Schools, and the Director for Catechesis.
- Oversees major convocations and education events.
- Represents the Archbishop and serves as archdiocesan liaison on various school, consortium and foundation boards.
- Oversees efforts to ensure Catholic schools are accessible through regional school planning and, where appropriate, mergers and closures.
- Produces detailed proposals and reports on the progress of projects and new issues that arise along with recommendations to the Archbishop or Vicar General and Moderator of the Curia each week.

P.O. Box 967 • Ridgefield, CT 06877 • Tel. (203) 438-8475 •
www.catholicrecruiter.com

"At once they left their nets
and followed Him."

Matt 4:20



CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

- Collaborates closely with other archdiocesan executives on proposals, issues and plans to ensure collaboration and appropriate alignment of finance, communication, stewardship and pastoral ministry with all Catholic education matters.
- Works closely with the Vicar for Clergy and Pastors on issues and plans regarding Catholic education.
- Serves on the Archdiocesan Administrative Board.
- Ensures that proposals presented to the Archbishop follow appropriate consultation with stakeholders, are based on data, are the fruit of collaboration and include communication planning.
- Oversees special projects, which includes leading planning teams, delegating event planning work, making recommendations to the Archbishop, consulting on event plans with advisory bodies, ensuring effective event communication of a core message, providing all details are appropriately addressed by staff, and playing a significant role at the event.
- Strengthens the Catholic identity of both Catholic and non-Catholic employees through the Catholic Identity Initiative offered by the Archdiocese.
- Creates the budget for Secretariat, but ensures the budgets for Catholic Schools Office and Office Catechesis are created on time and used appropriately, and evaluates the plans upon which the budget requests are made.
- Drafts responses to various letters sent to the Archbishop, including complaints, requests for approval of materials, etc.

Qualifications

Education and Experience

Practicing Catholic with thorough knowledge of and demonstrated commitment to the teachings and mission of the Roman Catholic Church. Master degree from accredited institution in theology, ministry, religious education or education. Doctorate in theology, ministry, religious education, or education preferred but not required. 10-15 years or more experience in the field of education and catechesis. Managerial and executive experience preferred.

Knowledge, Skills, and Abilities

Strong organizational and written and oral communication skills required. Excellent interpersonal skills with experience collaborating in a multidisciplinary, diverse team. Trusted advisor with excellent judgment and ability to make timely, effective decisions to solve problems. Ability to identify risks and propose alternative solutions to mitigate risk. Leadership skills necessary to manage a staff of 20 or more people, extensive understanding of catechesis, education theory and practice, human development, interpersonal skills, a basic understanding of accounting, organization development including strategic planning, and the ability to publicly speak in large group facilitations.

P.O. Box 967 • Ridgefield, CT 06877 • Tel. (203) 438-8475 •
www.catholicrecruiter.com

"At once they left their nets
and followed Him."

Matt 4:20



CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

ADDITIONAL REQUIREMENTS:

- Must be discreet with highly confidential information always.
- Submit to an employment and criminal background, drug screening and driving record.
- VIRTUS training provided by the Office of Child Protection.

Travel:

This position may require occasional travel to meetings and facilities primarily within the Archdiocese of Washington.

BENEFITS:

The position offers comprehensive benefits and retirement plan. Details available from Human Resources.

****Deadline for Application: June 1, 2017.**

For consideration please email: Arlene McSweeney, Ed.D., Arlene@CatholicRecruiter.com with cover letter and resume.

P.O. Box 967 • Ridgefield, CT-06877 • Tel. (203) 438-8475 •
www.catholicrecruiter.com

