

**Associate Director
Strategic and Pastoral Planning
Fall River Diocese**

Erase your old image of working for “The Church”. **The Diocese of Fall River** is seeking an Associate Director, Strategic and Pastoral Planning to join our team at the Chancery Office in Fall River, MA. We are seeking a self-motivated and team-orientated individual of high integrity who possesses a great work ethic and is passionate about fulfilling “Christ’s work on earth!”

The Diocese of Fall River is standing on the threshold of a life-changing chapter in its 115-year history and we are looking for someone who is driven to be an integral part of this exciting team. The Diocese of Fall River, established on March 12, 1904, serves Southeastern Massachusetts, Cape Cod and the Islands, and covers 1,194 square miles. This Catholic community is divided into five territories or deaneries; has 132 entities, such as schools, nursing homes, and cemeteries and 288,000 persons who worship in 80 parishes and 11 mission churches.

The Associate Director, Strategic and Pastoral Planning is responsible to assist in implementing and monitoring strategic planning efforts across parishes in the diocese. This individual will proactively partner with pastors, staff and laity, providing coaching and support via one-on-one interactions, workshop facilitation, etc.

Job Responsibilities:

Assist the Director of Strategic and Pastoral Planning in driving change across parishes, including offering a consultative approach to problem solving. Implement and monitor ongoing strategic planning efforts at every parish, to ensure goals are met on an annual basis. Plan, coordinate and implement regional planning workshops, parish assemblies and other similar meetings for pastors and parish leaders to encourage collaboration across parishes for the new working model. This entails some night and weekend work, as well as partnership with staff, lay volunteers, local clergy, etc.

Qualifications:

- Bachelor’s Degree in a related field of study (graduate degree preferred, but not required)
- Five or more years of prior experience; experience in pastoral planning a plus. Experience in an entrepreneurial environment helpful
- Demonstrated experience leading organizational and operational change
- Familiarity with the Roman Catholic Church, including structure, teaching, beliefs and attitudes
- Strong communication skills, both written and oral, networking skills, and the ability to engage, inspire and educate in personal meetings, group settings and in the written form.
- Must be detailed-oriented, able to handle multiple priorities and work in a fast-paced environment
- Must be flexible and service-focused
- Proven ability to demonstrate good judgement, especially when handling confidential material/information
- Proficient with the Microsoft Office Suite of products and the ability to manage large and complex amounts of data as well as develop engaging presentations.

The Diocese of Fall River offers a competitive compensation program and a comprehensive employee benefits package, including a generous paid time off policy.

Please submit your cover letter and resume to: Michelle Bertoldi, Human Resources Manager; Confidential Fax: (508) 689-7920; Email: mbertoldi@dioc-fr.org; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720

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