



The Diocese of Fall River is seeking a **Director of Clergy Support** 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 117-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 **Director of Clergy Support** serves as a key figure developing, executing and maintaining programs, policies and procedures dedicated to the health, wellness, and administration of the Presbyterate and will plan and implement strategic decisions for both short and long-term goals to manage the care of Diocesan Clergy. Under the auspices of The Bishop, the Director reports to the Vicar for Clergy with a dotted line relationship to the Chancellor.

Job Responsibilities:

- The Director coordinates programming strategies to improve Clergy morale, health and wellness.
- The Director works with the Bishop and his Core Advisory Group towards the long-term improvement of the individual needs of Priests within the Diocese.
- The Director will ensure open communication and an effective relationship with the Office of Professional Standards and Oversight.
- The Director is a hands-on and participative manager who coordinates a team of colleagues to support the following areas: Psychological Services and Programs, Wellness Checks, Ongoing Formation, Performance Management, Clergy Support Groups, Clergy Pension and Benefits, Clergy Personnel Files, Estate and Retirement Planning, Priests on Leave, Ministerial Care Team, Best Practices for Clergy, etc.
- The Director will also monitor the activities of the Cardinal Medeiros Residence and Priests’ Hostel.

Competencies:

- Team player: the whole is greater than the sum of the parts.
- Relationship and trust building.
- Strong administrative and organizational skills.
- Self-starter who can produce a large volume of work under pressure.
- Systems and procedures – statistics and charts.
- Project management and business administration.

- Organizational development and planning.
- Policy development and implementation.
- Public relations and marketing.
- Establishing and executing short-term and long-term goals.
- Proven leadership through previous accomplishments with community, church, fraternal or professional organizations
- Proven ability to develop and coordinate teamwork across departments.
- Navigating in a Faith based operation involving a variety of sensitivities.
- Must be dedicated to the work at hand.
- Mature in judgment, while being affable and tactful.
- Ability to speak and write effectively.
- Politically astute and proven ability to navigate.
- Knowledge of healthcare systems a plus.

Qualifications:

- Bachelor's degree and ten (10) plus years of increasing experience in management, at least five (5) years in a supervisory capacity, or any equivalent combination of education and experience.
- Excellent writing and communication skills are required. Position also requires strong interpersonal skills, discretion, diplomacy, and judgment.
- Strong teamwork ethic; positive, proactive, flexible attitude; ability to take complete ownership of responsibilities.
- Ability to work under time constraints, pressure and on various tasks simultaneously.
- Practicing Catholic and supports its teachings, rituals and traditions.

Physical Performance Elements:

- Local travel within the Diocese required.
- Weekend and evening work hours may be required.
- Ability to use a computer keyboard for up to eight (8) hours/day.
- Ability to sit for up to eight (8) hours/day.
- Ability to lift up to thirty (30) pounds.

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

We offer a competitive salary, a comprehensive employee benefits program including medical and dental insurance, vision, 403(b) plan, group term life and AD&D insurance, short term disability, flexible spending accounts and a generous paid time off policy.

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

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