



**Executive Director  
Duluth Benedictine Ministries**

**Position Summary**

The Executive Director of Duluth Benedictine Ministries (DBM) serves as the lead for all matters relating to sponsorship and mission integration between the DBM Governing Body and each of its sponsored ministries. This person ensures sponsorship effectiveness for all sponsored ministries; serves as a resource to sponsored ministries, including interpreting the sponsorship relationship; evaluates potential new sponsorship/ co-sponsorship opportunities; and prepares sponsorship efforts for the future. This person also oversees the work of the DBM Director of Mission Integration and Formation and the Executive Assistant as well as any other positions DBM may employ. This position reports to the DBM Governing Body through its Chair.

**Essential Functions**

- Supports and, when appropriate, leads efforts to ensure that processes are in place related to sponsorship direction given from DBM to all of its ministries;
- Collaborates with each ministry's governance team in the development of resources to support an understanding of sponsorship within governance throughout the ministries especially through board orientation;
- Oversees the formation of DBM's Canonical Stewards and serves as the primary contact person for them; and
- Supports each ministry in fostering ongoing collegial relationships and regular communications and meetings with the local Diocesan Bishop or his delegate and other diocesan leaders, accurately identifying topics that should be brought to their attention.
- Serves as primary executive staff person to support DBM to ensure all requirements of DBM's canonical and civil articles, bylaws and statutes are met, recommending revisions as necessary;
- Manages the administrative support to DBM, including planning, budgeting, development of meeting agendas, all related documentation and supervision of administrative staff;

- Provides leadership and direction to implement the policies, procedures and practices of DBM;
- Participates in DBM Governing Body meetings as executive staff for general sessions and when invited for executive sessions;
- Assists DBM by planning, developing and coordinating the sponsorship infrastructure including documents, processes, procedures, protocols and communications designed to enable DBM to achieve its desired outcomes;
- Maintains current knowledge of applicable canonical law and statutes regarding sponsorship and public juridic persons and works with canonical consultant as needed for matters such as alienation;
- Maintains working relationships with the Prioress of St. Scholastica Monastery, the Bishop of the Diocese of Duluth, and the staff of the Vatican's Dicastery for Institutes of Consecrated Life and Societies of Apostolic Life;
- Provides oversight to ensure that the sponsorship policies of DBM and each ministry are reviewed and updated as needed, distributed to appropriate parties, and filed in the appropriate place;
- Directs and supports the DBM Director of Mission Integration and Formation in the formation process of the DBM Governing Body, DBM employees and DBM ministries.
- Prepares the Annual Report of DBM to the Dicastery for Institutes for Consecrated Life and Societies of Apostolic Life for the DBM Governing Body's approval;
- Supports the Duluth Benedictine Corporation Board. (DBC)
- Provides support to each ministry's CEO/President with regard to practices, policies and procedures related to DBM;
- Participates as staff resource person for DBM in each ministry's board meetings, as requested;
- Regularly schedules meetings with each ministry's CEO/President in order to maintain a collaborative relationship;
- In conjunction with the appropriate ministry, discusses and supports the review of new sponsorship opportunities and brings them forward for approval.

- Develops and maintains relationships with Catholic ministries with similar sponsorship structures;
- Develops and maintains relationships with colleagues in other Catholic organizations and other religious congregations with ministries in health care and education regarding public juridic persons to learn about best practices and emerging issues and opportunities;
- Assists in the education of the Duluth Benedictine Sisters on matters pertaining to sponsorship; and
- Contributes to the strategic plan for the Sisters as it relates to their sponsored ministries;
- Actively participates as a member of the Catholic Health Association (CHA) and participates, as appropriate, in the Association of Benedictine Colleges and Universities (ABCU).

### **Qualifications**

- Professional preparatory training (Masters level or equivalency) in theology, spirituality, and ministry formation within the Roman Catholic tradition.
- Extensive and relevant experience in a senior leadership role with strategic decision-making responsibilities. Preference for experience in healthcare or higher education.
- Evidence of collaborative, inspirational, influential and engaging servant leadership style.
- Well formed in the Catholic tradition, or experience working in a Catholic ministry. A Roman Catholic in faith tradition and in good standing, preferred.
- Familiarity with the Benedictine Tradition.
- Evidence of authentic and mature personal spirituality.
- Effective verbal and written communication skills. Able to adapt communication style to suit different audiences.
- Ability to initiate and maintain strategic relationships with ministry governance and leaders to advance shared goals
- Consulting skills and organizational teamwork skills.

The estimated salary range for this position is \$100,000 to \$150,000, dependent upon experience.

This individual would be employed by Duluth Benedictine Corporation, the civil corporation associated with Duluth Benedictine Ministries.

**To apply, send cover letter and resume to [janbarrett@duluthosb.org](mailto:janbarrett@duluthosb.org).**