

## Our Impact

We believe that faith communities are transformative – that it changes who we are, how we live and how we see the possibilities in our own lives and in the lives of those around us.

### POSITION: Manager of Mission Programs

#### IMPORTANT MISSION

Founded in 1905, Catholic Extension is one of the leading faith-based nonprofits in the United States. Catholic Extension works in solidarity with people in America's poorest regions to build up vibrant and transformative Catholic faith communities. With the generosity of individual donors and local and national foundations, Catholic Extension raises funds to help these poor, forgotten, and often isolated communities to flourish. We invest in:

- BUILDINGS by supporting the construction and renovation of churches and church facilities.
- LEADERS for the Church by providing education, training and support to seminarians, priests, sisters, deacons and lay leaders.
- MINISTRIES by supporting pastoral, youth, young adult, campus and outreach ministries, Catholic schools and religious education.

#### MEANINGFUL ROLE

Reporting to the Vice President of Mission in our Chicago office, the Manager of Mission Programs will play a key role in coordinating and implementing existing funding initiatives, especially focused on the Hispanic community, that allow Catholic Extension to have an enormous impact on the future of the Church and society.

Specifically, the Manager of Mission Programs will coordinate emerging funding programs that primarily support immigrant and Spanish-speaking communities. In addition, the manager will be responsible for supporting Catholic Extension's Mission Immersion Programs with pastors, donors, and parish partners by creating experiences that result in donors feeling educated about and "immersed in" the projects and people they support or plan to support.

Responsibilities include:

- Serve as the primary contact for the participating dioceses to build trust and strengthen bonds between Catholic Extension and the organizations and individuals who are participating in these initiatives.
- Liaise with national and regional Catholic organizations to create a network of support for Catholic Extension's various programs.

- Work cooperatively with other teams at Catholic Extension to strategically develop and maintain a vibrant Mission Immersion Program
- Analyze the impact Catholic Extension is having and identify ways to improve, adjust and inform future Mission strategies
- Collaborate with the Vice President of Mission, as well as other members of the team, to make meaningful contributions and help formulate strategy and creative direction for Mission programs.
- Frequent travel\*, to primarily U.S. destinations, with occasional travel abroad. \*Note: Travel is currently restricted due to COVID-19 regulations.

## DYNAMIC TEAM

Catholic Extension is very proud of its staff as each one contributes to impacting our mission. Our skilled, dedicated and mission-focused team is motivated every day to be a leader in their role to contribute to our mission: Catholic Extension works in solidarity with people in America's poorest regions to build up vibrant and transformative Catholic faith communities. We recruit staff who are hard-working and who have a growth mindset and who genuinely enjoy working together. In our most recent Employee Satisfaction Survey, 100% of survey participants agreed that "Catholic Extension is a great place to work!"

45 full-time employees are based at its headquarters in Chicago or in one of its regional offices. Our talented and experienced staff works in a fast-paced and team-focused culture. We offer competitive salary and comprehensive benefits to include medical, dental, vision, matched 403b, paid time off, holidays, professional development opportunities, healthy office snacks and more.

## CORE VALUES

- **Creativity:** We identify and invest in innovative solutions to the challenges that confront our Catholic faith communities.
- **Excellence:** We set the highest standards for every aspect of our organizational life and mission.
- **Trust:** We forge relationships in the spirit of mutual trust.
- **Accountability:** We are committed to our Team Covenant to enable us to fulfill our mission more effectively.

## HOW TO APPLY

Catholic Extension has retained **DeVine Consulting** to assist in this confidential search processes. Inquiries, nominations, and applications (including a cover letter, current resume and writing samples) should be directed electronically to:



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Catholic Extension is an Equal Opportunity Employer. Applicants may request any reasonable accommodation that may be necessary to participate in the application process.