



# ST. FRANCIS COLLEGE

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## **Executive Director of the Office of Mission, Ministry and Interfaith Dialogue**

### **About St. Francis College:**

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

### **About the Franciscan Traditions of St. Francis College**

Founded by the Franciscan Brothers of Brooklyn in 1859, St. Francis College is guided by the wisdom and example of St. Francis and St. Clare of Assisi. As a Franciscan college in the Catholic tradition, with the goal of educating the whole person, the College focuses on nurturing and emulating the Franciscan values of respect for human dignity, compassion, hospitality, and a care for creation. St. Francis College believes that through the pursuit of knowledge, truth is discovered which brings the community into a deeper relationship with God and one another. St. Francis College is connected with the Catholic intellectual tradition and Catholic social teaching, both of which hold an important role in our history and culture.

**Job Summary:** Reporting to the Chief Engagement and External Affairs Officer, the Executive Director of the Office of Mission, Ministry and Interfaith Dialogue is responsible for supervising and collaborating to carry out the integral mission of St. Francis College (the "College" of "SFC") and communicate matters of mission and ministry to the entire SFC community. Through supervision and leadership, this critical role ensures that the College has a vibrant faith community where students, faculty, staff, trustees, alumni, friends and visitors of all religious traditions feel safe, supported and welcomed. This includes a focus on Catholic social teaching, a robust liturgical life, vibrant religious education, hospitable ecumenical and interfaith programming and outreach and programming.

### **Responsibilities of the Office of Mission, Ministry and Interfaith Dialogue (the "Office")**

- Promote the active engagement of the College community in articulating and guiding the definition that inspires our distinct Franciscan culture, charism and mission.

- Develop and promote programs and activities, and advance College-wide policies and procedures that will promote awareness and support of the College's mission and ministry and, work towards embedding the Franciscan charism and traditions throughout the campus in our messages and actions.
- Ensure that students, faculty, staff, alumni, and trustees of St. Francis College have opportunities to learn about and deepen their understanding of our Franciscan Catholic identity and educational mission, and their part in fulfilling it. Building on this understanding, the Office invites the College community to ensure that the College's mission and daily activities support our Franciscan heritage.
- Develop and strengthen the College's diverse and inclusive community assuring that all students, faculty, and staff feel included.
- Embrace students, staff, and faculty who bring diverse experiences, backgrounds and perspectives and will demonstrate clearly and a personal commitment to equity, community, and inclusiveness.
- Work closely with other departments, offices and clubs on campus on mission driven projects of mutual interest. Collaborate to establish programs that support an atmosphere that welcomes and celebrates religious and social diversity, including differences in economic backgrounds, lifestyle, gender, race, ethnicity, political affiliation, sexual orientation, and intellectual views, as well as nurturing the unique gifts of all members in accordance with the mission and values of our Catholic, Franciscan tradition.
- Create and guide effective programming in accomplishing a common vision and sense of shared Franciscan Catholic mission, ministry and identity across campus and seeing that the mission is imbued throughout all curricular and co-curricular activities.
- Interact with the Offices of Academic Affairs and Human Resources concerning hiring for mission. Develop in-depth mission orientation programs for newly hired faculty staff and administrators, and newly appointed trustees, as well as work with the Office of Student Success and Enrollment Services to ensure that recruiting and student orientations reflect our welcoming and inclusive Franciscan tradition. The work will additionally involve recruiting from faith based high schools.
- Collaborate with other members of the College community to foster a shared understanding of, support for, and action to advance the distinctive mission of St. Francis College and Franciscan values, seeking to bring the richness of the Catholic Franciscan tradition into more creative and dynamic conversation with St. Francis' faculty and curriculum.
- Work with faith based organizations and schools as well as the Association of Franciscan Colleges and Universities and the Association of Catholic Colleges and Universities to bring a deeper understanding of interfaith dialogue to the St. Francis College community as well as strengthening the College's collaboration with other Franciscan and Catholic institutions.
- Seek to engage the College community and friends in Franciscan experiences both on and off campus, affording reflection on the experience and Franciscan values including pilgrimages to "Franciscan places."
- Provide counsel and assistance to the College's leadership team to support mission-conscious strategic planning and decision making, promote institutional effectiveness, and further the community well-being of the College.
- Oversee the organization and realization of the College's annual celebration of St. Clare and St. Francis Week activities.

## **Duties and Responsibilities of the Executive Director of the Office of Mission, Ministry and Interfaith Dialogue**

- Oversee all areas of responsibility of the Office of Mission, Ministry and Interfaith Dialogue.
- Develop and further comprehensive plans for mission, ministry and interfaith dialogue at St. Francis College with measurable objectives and assessment mechanisms, which will encompass the commitment to success in fulfilling the goals of the College's mission statement.
- Through communication and programming, assist members of the College community to more thoroughly integrate Franciscan values and mission into the life of the community and the curriculum. This will include participation in the development and maintenance of resources on social justice, Franciscan pedagogy, and Franciscan spirituality.
- Create programs that provide knowledge and understanding of the history and traditions of the College and the Franciscan Brothers of Brooklyn.
- As a representative of the College, develop collaborative programs between members of the College and the Brooklyn community, as well as members of the greater New York City area to provide opportunities for mutual development in the service of interfaith conversation as well as the promotion of issues of social justice and community service.
- Promote the academic and co-curricular professional and spiritual formation of trustees, administrators, faculty, staff, and alumni who will be able to work in close collaboration with the Franciscan Brothers of Brooklyn and other Franciscan religious communities in furtherance of the College's Franciscan traditions, especially in its educational mission.
- Lead the process of institutional self-reflection on mission, ministry and interfaith dialogue and peer review.
- Ensure the College's Franciscan mission and ministry are accurately and adequately represented on the SFC website and in institutional publications and press releases.
- Collaborate with all campus constituents to promote a coordinated approach to mission-directed activities on every level at St. Francis College including recruitment of students, faculty, administration and the Board of Trustees.
- Provide innovative and creative leadership to better integrate mission and ministry activities campus-wide.
- Participate in the implementation of the College-wide policy governing hiring and orienting for mission; present mission formation programming for new members of the community (new faculty and staff hires, the Board of Trustees and Students).
- Serve as a liaison to the Association of Franciscan Colleges and Universities, the Association of Catholic Colleges and Universities and other academic and religious organizations as directed. In this role, assist in the development of a substantive agenda.
- Lead or coordinate special projects or initiatives as directed.
- Direct Pilgrimage studies and programs at the College, collaborating with the Academic Dean on international study programming.
- Supervise Office staff, including, but not limited to, the Office's Assistant Director and clergy within the College's Office of Campus Ministry.
- Perform all other duties as assigned.

### **Qualifications:**

- Master's degree in ministry, theology, or related field is required. Earned Doctorate in an appropriate discipline preferred.
- At least 5-years of relevant experience.
- Experience managing professional staff.
- Experience in budget management.

- Record of excellent program design and implementation.
- Experience in working with students, faculty and staff of diverse cultural, ethnic, and socio-economic backgrounds.
- Strong verbal and written communication skills.
- Strong passion for and commitment to the College's mission.
- Knowledge of the Franciscan charism and related traditions.
- Culturally-sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Ability to relate to the many different constituent groups on campus.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Strong proficiency with Outlook, Zoom, Word, Excel, PowerPoint, and CRM systems.
- Ability to develop highly engaging presentations.
- Ability to work some late evenings and weekends as may be necessary.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

**St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.**

Interested applicants can apply by clicking [here](#).