



TRINITY EXECUTIVE PARTNERSHIP

ST. JUDE LEAGUE/CLARETIAN PUBLICATIONS Executive Director

The Client:

Founded in 1929 by the Claretian Missionaries, the National Shrine of St. Jude and the St. Jude League bring together hundreds of thousands of devotees in a community of prayer and hope. The League provides the path for petitions of need and gratitude to be delivered directly to the altar of St. Jude at the National Shrine each week. These petitions are remembered in the Masses and prayers of the Claretian Missionaries at the National Shrine. The St. Jude League also provides members with materials for prayer and reflection that can help inspire and encourage their spiritual life. The League promotes the Solemn Novenas to St. Jude, which take place five times a year at the National Shrine, located on Chicago's South side, and many other opportunities for prayer.

The Claretians—whose formal name is Congregation of Missionaries, Sons of the Immaculate Heart of the Blessed Virgin Mary—are a world-wide Congregation of Catholic priests and brothers. The Congregation was founded by St. Anthony Mary Claret on July 16, 1849 in Vic, Spain. The first Claretians came to the United States from Mexico in the early 1900's. Today, Claretians in the United States work in a variety of ministries throughout the country. Their commitment is to provide services through preaching and community development for individuals, families, and communities with great need. They are dedicated to the mission of living and spreading the Gospel of Jesus.

Following in the footsteps of St. Anthony Claret—a prolific writer and publisher whom Pope Pius XI called the “Modern Apostle of the Good Press”—the Claretians in the United States began their publishing ministry in 1935 with the first edition of the magazine *The Voice of St. Jude*. In 1963, during the Second Vatican Council, *The Voice of St. Jude* transformed into *U.S. Catholic* magazine.

Position Summary:

The Executive Director will lead the mission-driven St. Jude League/Claretian Publications organization (the League); promote devotion to St. Jude; raise funds for the Claretian Missionaries; provide support services to Claretian ministries; oversee a vital publishing ministry, including a national Catholic general-interest publication; direct a senior leadership team; and collaborate with the Assistant Treasurer of the Claretian Missionaries (Province) on matters related to the interaction of the League and the

Province. The Executive Director reports to the Provincial Council, Provincial Treasurer, Director of the St. Jude League, Editor-in-Chief US Catholic and Finance Committee.

Responsibilities:

- Provide visionary leadership in the formulation and successful execution of St. Jude League/Claretian Publications (SJL/CP) goals and strategies, including financials, in furtherance of the Claretian mission.
- Appreciate and cultivate an understanding of the Claretian mission while viewing organizational decision-making and change management through the lens of this mission and in keeping with the organizational culture.
- Develop and implement measurable objectives, budgets, and funding strategies in a timely manner.
- Provide collaborative leadership in maintaining a positive and productive working relationship among the Provincial Council, the Province Finance Committee, the Provincial Treasurer's office, employees and the Claretian communities.
- Lead, develop, motivate, supervise and maintain a highly effective, productive and cohesive senior leadership team committed to the Claretian mission.
- Collaborate with staff to establish fundraising goals. Identify and cultivate major prospective donors and maintain positive relations with current and past contributors of significant gifts.
- Work with staff and with the Claretian Treasurer's Office in preparing an annual operating budget and ensure the organization operates within budget guidelines; regularly monitor budgets and cash flow information provided by the Finance Director.
- Effectively manage resources of the organization, provide accountability for all financial matters and be able to respond promptly to inquiries for information.
- Effectively manage resources of the organization consistent with the Claretian mission; including salary administration, policy development, and grievance management in collaboration with the Human Resources Manager.
- Keep the Provincial Council fully informed of the development of the organization so that the Council can carry out its governance function.
- St. Jude League/Claretian Publications should support and assist the Claretians in their various ministries.

Qualifications:

- BS or BA degree
- Master degree desirable
- 7 or more years of proven management experience

- Excellent written and oral communication skills
- Design and writing skills preferred
- Strong computer skills
- Extensive knowledge in a variety of administrative areas with proven skills in short and long range planning, finance/accounting, and effective team building
- Knowledge of organizational development required
- Knowledge of fund-raising, marketing and design
- An understanding of a Donor Data Base
- Willingness to participate in the annual National Catholic Development Conference and workshops
- Awareness of use in Direct Mail Promotion and Digital Platforms
- A collaborative and participative management style is required
- Knowledge of the Catholic faith and devotional life is required, as is support of Catholic values as reflected in the Claretian Mission

The St. Jude League/Claretian Publications is an Equal Opportunity Employer.

For inquiries or to submit a cover letter and resume please contact:

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For more information, visit:



www.shrineofstjude.org



www.claretiansusa.org



www.uscatholic.org