



# Carmelite Communities Associated

## **Job Description: Executive Director (Part-Time)**

**Location:** Work remotely      **Base Pay:** Salary

### **Overview:**

CCA is a 501 (c) (3) national association of Discalced Carmelite monasteries in the U.S. It was founded in 1970 in response to the renewal encouraged by Vatican II. The primary aim and purpose of CCA is to develop and deepen Carmelite contemplative life, support one another, and our wider Carmelite family. At present the Membership of CCA consists of eleven communities extending from the east coast to Reno, NV. Five of these are affiliated with CCA and in various stages of completion. This has resulted in a number of sisters currently living in temporary situations that are not the norm for Carmelite nuns. Because of their affiliation, CCA is directly responsible for these sisters in multiple ways as they transition to permanent circumstances. The bonds of friendship and sisterhood we have formed since CCA's beginnings now serve us well at this time of history. Sisters experience challenges, as well as new opportunities, to live more deeply the Carmelite vocation in new circumstances.

Additional information about us can be found on the CCA website at [www.ccacarmels.org](http://www.ccacarmels.org).

### **Position Summary:**

The Executive Director will be responsible for overseeing all aspects of the organization's operations, including fundraising, program development, financial management and supporting those members of affiliated communities under the direct care of CCA. The Executive Director is preferred to be a religious sister, since she will function as the delegated supervisor for the sisters who are not incardinated\*. Currently CCA has nine sisters who are not incardinated.

The Executive Director will be a leader who respects and supports the Carmelite charism and its contemplative way of life. She will work closely with the CCA Governance Board to ensure that the organization is fulfilling its mission and serving its members effectively.

*\* Incardinated – Rome will not suppress a monastery until each remaining sister becomes a member of another monastery. Incardination is the way for sisters who are in assisted living, nursing care, or other non-monastic living situations to belong to a community without having to move. That community assumes total responsibility for the sister. Sisters who are incardinated do not have an active or passive voice in the community. Until the remaining sisters from affiliated communities in process of closing are incardinated, they are the direct responsibility of the CCA.*

### **Key Responsibilities:**

#### **1. Organizational Leadership**

Collaborate with the CCA Governance Board to ensure that the CCA is fulfilling its mission by servicing its members effectively.

Maintain effective communications with the CCA Governance Board regarding important and extraordinary matters, while servicing the day-to-day regular affairs of the CCA.

Work with the CCA Governance Board to develop and implement policies and procedures that support the organization's mission and goals.

Coordinate and direct the work of the Executive Assistant, if one is needed.

## **2. Relationship with Member Communities**

### **A. All Member communities**

The Executive Director will:

Work with CCA formator(s) to ensure that there are regular on-going formation programs for the benefit of the individual members and Member communities.

Provide oversight, contact and support for the functions delegated to sisters in the Member communities.

### **B. Affiliated communities**

The Executive Director will:

Support the active local superior in affiliated communities or will be the delegated supervisor where there is none

Work with the non-incardinated\* sisters and the Member communities to incardinate\* them and ensure their well-being.

Work with Member communities to develop sisterly companions for sisters of affiliated communities who no longer live within a monastery, especially those who are not yet a member of another community.

Maintain effective oversight and coordination for the Health Care, Financial and support needs of these sisters and ensure that appropriate files with necessary directives are maintained and available.

Work with CCA legal support, both canonical and civil, to bring designated affiliated communities to final completion and suppression.

## **3. Financial Management & Leadership:**

Oversee the organization's financial management in partnership with the Treasurer and outsourced support, ensuring that the organization is financially sound and operating with financial prudence for long-term sustainability.

Develop and oversee the organization's annual budget to ensure that it aligns with the organization's goals and priorities.

Monitor financial performance on an on-going basis and review, at least quarterly, the CCA financial statements including review of CCA investments, tracking revenue and expenses and making adjustments as needed to ensure that the organization is operating within its budget. Ensure that financial reports are accurate and provided to the CCA Governance Board as needed.

## **4. Fundraising and Development:**

Work with the CCA Governance Board and the CCA fundraising committee to establish fundraising priorities and opportunities, and assist with grant applications and grant reporting on awards as necessary.

## **5. Program Development and Management:**

Work with the CCA Governance Board to expand programs and services as appropriate to fulfill CCA's mission.

Evaluate program outcomes on an ongoing basis, using data and feedback from participants to make adjustments and improvements as needed.

Communicate with CCA's members on a regular basis to keep them informed regarding the CCA programs as well as other communications that may affect them.

## **6. Strategic Planning:**

Work with the CCA Governance Board to implement the organization's goals and priorities, and in conjunction with the Board, review, identify and plan for the future strategic needs of the CCA in light of its demographics. This will include planning for the timing and execution of its General Assembly.

## **Qualifications**

### **Experience:**

Prior experience working in a senior administrative role, preferably with women religious.

Familiarity with the Carmelite way of life would be advantageous.

Knowledge and experience in leadership and nonprofit management principles, financial and human resource management and project management.

### **Skills and Competencies:**

1. Has a self-directed working capacity.
2. Maintains a high level of confidentiality
3. Possesses strong organizational skills and has the ability to work collaboratively.
4. A positive leader, with the ability to influence others for the benefit of CCA.
5. A strategic thinker, strong problem solver and team player.
6. Can analyze systems/processes and implement improvements as needed.
7. Strong communication skills, speaking, listening, writing.
8. Strong computer skills with working knowledge of office software suites, e.g., Microsoft Outlook, Zoom.

Note: It is anticipated that about 1000 hours annually (about 20 hours a week) will be necessary. The goal would be to contract with an ED for two to four years with a mutually agreeable out clause in two years.

## **To Apply:**

Please submit your CV and cover letter to Sr. Denise Lyon, IHM at [adminassist@ccacarmels.org](mailto:adminassist@ccacarmels.org) with the subject line "Executive Director Application – [insert your name]". The cover letter should include answers to the following questions: 1. Why are you interested in this position. 2. How does your experience match with the qualifications and responsibilities as indicated.

Note: Candidate screening will take place on a rolling basis. Preference given to those who apply by July 15, 2025.

We thank all applicants for their interest, but only those selected for an interview will be contacted.