



Carmelite Communities Associated

Title: CCA Executive Director (part-time)

Baltimore, MD

Barrington, RI

Beacon, NY

Boston, MA

Cleveland, OH

Clinton, IA

Danville, PA

Latrobe, PA

Oldenburg, IN

Reno, NV

Description: The Executive Director (ED) is responsible for all the business and administrative functions of the CCA. CCA is a non-profit association with membership of six autonomous communities: Baltimore, Boston, Carmelite Communion (NY), Cleveland (affiliated with CCA), Latrobe PA and Reno, NV. The ED is accountable to the Leadership Team. She has direct supervision and coordination of the CCA Finances (and its affiliated communities), its Treasurer and outsourced provider, Holly Borzacchiello, Health Care coordination for CCA sisters that are not incardinated, regular communications to CCA membership and in concert with the LT, contact for delegations as assigned, e.g., CCA newsletter, CCA archives, CCA fundraising committee, CCA on-going formation, CCA piroresses meetings, etc. She serves as an ex-officio but non voting member of the LT and the CCA GA. She coordinates and directs the work of the Administrative Assistant.

Responsibilities:

1. Affiliated communities.

Work with the member communities to identify and support companion sisters who are suitable to accompany the sisters who are not incardinated. These companion sisters would serve as sisterly companions and keep alive a connection with CCA and Carmel.

Work with CCA legal support, both canonical and civil to bring these affiliated communities to final completion and suppression. If the ED is a religious sister, she will function as the superior for the sisters who are not incardinated. In situations where there is an active local superior, she will support that superior as necessary. She will 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.

Note: CCA has, as of this writing, 9 sisters who are not incardinated.

2. Represent the CCA externally as appropriate and in consultation with the LT. This would include the OCD domestic and international associations/federations, the OCD Friars, the Generalate, CICSAL, the Internation Commission for the revision of the Carmelite Constituions, etc.
3. Maintain effective communications with the LT regarding important and extraordinary matters, while servicing the day to day regular affairs of the CCA.

4. Establish with the Treasurer and outsourced support (HB) the processes for the CCA budget, maintaining its 501c3 status, and regular review and payment of incurred services. Review at least quarterly, the CCA financials including review of CCA investments, and ensure all invoices are correct and paid appropriately. Establish and administer any necessary contracts.
5. Provide direction and supervision for the Administrative Assistant.
6. Ensure that there are regular on-going formation programs for the benefit of the member communities.
7. Consult as necessary with legal support, both canonical and civil.
8. Provided oversight, contact and support for the delegated functions, such as CCA newsletter, CCA archives, CCA fundraising committee, CCA piroresses meetings, etc.

Note: CCA maintains an official address, but does not have an “office”. The ED would work remotely, most communications will be via ZOOM, phone, and email. There may be minimal travel required.

Education requirements:

Level of knowledge normally acquired through completion of a bachelor's or master's degree with an emphasis in human relations, management and finance.

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 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 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 assumed that about 240-300 hours annually will be necessary. The goal would be to contract with an ED for the next term (two years) as a pilot.