

## THERESIANS INTERNATIONAL, INC. EXECUTIVE DIRECTOR JOB DESCRIPTION

Thesians International (TI) is a dynamic and contemporary spiritual ministry for women founded in the Catholic faith and open and welcoming to all Christian women. Through the Five Dimensions of Spirituality, Education, Vocation, Community and Ministry, Theresian women across the globe are called to a greater holiness, and in their small faith communities become “*Women Supporting Women, Reaching Out with Gospel Values.*”

What Thesians are saying about their organization:

*Love builds a Christian. Thank you, Theresian sisters, for helping build me – and for involving me in construction around the world. (Judy, Houston, TX)*

*Through Thesians International I have experienced a world-wide sisterhood, an awareness of local and global social justice issues, and a support community for myself and my family. (Rosemary, Scottsdale, AZ)*

*Being a Theresian in Ghana has allowed me to meet women from all around the world, and we share a common spirituality and Sisterhood. It is a precious gift in my life. (Ellen, Ghana, Africa)*

*My Theresian sisters in my own community and across the world have truly become my “family of choice.” We support one another in prayer, friendship, fun, joy and heartache, all in the loving embrace of God and one another. (Claire, Houston, TX)*

The **Executive Director** serves as the primary administrative representative of Thesians International, Inc.

The **Executive Director** is accountable to the TI Board and works collaboratively with the TI Board of Directors (13 members), the USA National Leadership Team (15 members), the Theresian Foundation Board of Directors (7 members), and various committees to carry out the mission of TI.

The **Executive Director** interacts with and provides direction for all levels of TI leadership as well as for the network of over 100 small faith communities across the United States and internationally.

### PROFESSIONAL QUALIFICATIONS

- Is preferably a practicing Catholic
- Has formal training in ministry or spiritual direction
- Holds a college degree
- Has demonstrated effectiveness in non-profit leadership, preferably having experience in the international non-profit sector
- Has demonstrated competency in oral and written communication in multiple settings
- Has demonstrated experience in strategic planning and is forward-thinking, preferably in leading an organization through expansion and new directions while maintaining the organization’s core mission
- Has experience with growing the social media presence of an organization
- Is available to travel extensively, both nationally and internationally

# RESPONSIBILITIES

## 1. **Board Governance: Works with the TI Board in order to fulfill TI's mission**

- Communicates accurately, effectively, and in a timely manner in written and oral formats with the TI Board to facilitate informed decision-making for the proper functioning of the Board
- Works with the TI Board to see that the TI bylaws are upheld and policies and procedures implemented
- Works with the TI Executive Committee in creating the annual budget and obtaining Board fiscal-year budget approval
- Collaborates with and provides supportive services to the Theresian Foundation and other national leadership teams
- Collaborates with TI, national leadership teams, and the Foundation Board to publish a magazine, e-newsletter and annual reports

## 2. **TI Mission and Strategy: Ensures the TI mission is fulfilled through programs and the support of individual communities**

- Speaks at Theresian days of spiritual enrichment and conferences nationally and internationally
- Supervises and supports expansion of TI at all levels, particularly through the networking of small faith communities
- Serves as a consultant/advisor for the planning and implementation of TI national and international conferences
- Serves as a resource person for existing communities and travels to visit communities for meetings and conferences within budgetary constraints

## 3. **Financial Performance and Viability: Responsible for the fiscal integrity of Theresians**

- Submits a proposed annual budget and monthly financial statements to the TI Board that accurately reflect the financial condition of TI
- Operates within the approved budget, ensures maximum resource utilization, and maintains TI in a positive financial position
- Is responsible for implementing and managing all Theresian fundraising activities, including the Annual Fund, and any other financial resources needed to support TI
- Engages a CPA firm to conduct an annual financial review of TI

## 4. **TI Operations: Oversees resources to ensure the efficient operation of TI**

- Authorizes and negotiates agreements, and signs contracts and documents on behalf of TI with TI Board approval
- Is the registered agent for the TI corporation and serves as its signatory
- Hires and supervises qualified support staff
- Efficiently manages the day-to-day administrative operations of TI
- Keeps the TI website current and timely responds to all inquiries
- Develops new resources with Theresian leadership
- Performs duties as assigned by the TI Board