

Position Title: National Vincentian Formation Director

Reports To: Chief Executive Officer

Objectives:

Provides direction in the spiritual formation and training for the membership of the Society of St. Vincent de Paul of the United States.

Assists the Chief Executive Officer to ensure the National Council Office and its staff function in accord with National Council policy, the Rule of the Society and as individuals who see Christ in those in need.

Assists the Chief Executive Officer to ensure the Vision, Mission, Values and strategic plans of the Society in the United States are implemented professionally, on time and within budget.

Assists the Chief Executive Officer to recommend to the President plans for consideration and adoption for current and future programs or operations of the National Council and the Society as a whole.

Key Responsibilities:

- Provides Vincentian membership with materials and resources relative to the primary focus of the Society: Vincentian Spirituality and Heritage.
- Supervises Materials/Sales Manager and Materials Department
- Takes initiative and collaborates in the implementation of National Strategic Plan Formation goal.
- Serves as staff for National Formation Committee and assists National Committee Chairpersons with programs, communications and reports.
- Collaborates in the creation of Vincentian materials and training for Spiritual Advisors
- Collaborates in the production of materials for the National Ozanam Orientation program and the training of OO Formators and Presenters.
- Collaborates with the Regional and Council Vincentian Formation Committees and plans.
- Collaborates in the design and implementation of the formation programs for current and future leadership of the Society
- Organizes and participates in the Invitation for Renewal program.
- Create on-line formation programs and supervise Formation resources posted on the website
- Assists National Council with spiritual formation issues as they impact on publications, meetings and other National activities.
- Is available when invited for presentations at days of prayer, retreats, Ozanam Orientation programs at Council, Regional and National Meetings.
- Attends Regional, National and other meetings as directed by the Society's leadership.

Key Responsibilities, continued:

- Takes leadership in the implementation of the formation and education programs, within the Vincentian Family.
- Maintains confidentiality about any proprietary data and privileged information concerning SVdP, its staff, members, volunteers, entities and programs.
- Other assignments as determined by the Chief Executive Officer.

Key Competencies of the Position:

- Understanding of the Society: its mission, vision and values.
- Ability to articulate Vincentian spirituality.
- Ability to analyze, clarify and problem solve.
- Ability to take initiative.
- Ability to address various audiences.
- Ability to plan.
- Ability to teach in areas of spiritual formation.
- Awareness of National, Regional and/or local needs.
- Experiential knowledge of Vincentian spirituality.
- Spiritual formation and education experience.
- Degree in Pastoral Theology or related experience.
- 3-5 years in Lay formation and mission effectiveness.
- Passion for the Vincentian heritage and spirituality.
- Conceptualization of the implementation of the Strategic Plan of the Society.
- Competent in developing measurable objectives.
- Willingness to function as part of a team.
- Ability to deal responsively with internal and external customers.

Skills, Knowledge and Experience Requirements:

- In-depth knowledge of the lives of St. Vincent de Paul, St Louise de Marillac, Blessed Frédéric Ozanam and Blessed Rosalie Rendu.
- Knowledge and experience of Vincentian spirituality and heritage
- Education and organizational skills.
- Knowledge of and experience with the Society of St. Vincent de Paul.
- Skills in multitasking.
- Skill in literary composition and grammar.
- Skill in oral presentations.
- Computer skills
- Graphic design and formatting skills
- Interpersonal relational skills.

Scope/Complexity:

- Being a Vincentian presence throughout the Society of St. Vincent de Paul.
- Provide assistance to Diocesan Councils and individual Conferences throughout the United States.
- Multiple interfacing within the Society regarding its relationship with God.
- Enhance the operational effectiveness of the National Council's staff.
- Implement the challenge of Vincentian leadership for the formation of members.
- Is a Catholic who understands the teachings and principles of the Catholic Church.

Accountability:

- Supports the Rule and By-Laws of the Society of St. Vincent de Paul.
- Adheres to policies and procedures of the Society and all pertinent legal regulations.
- Prepares and accomplishes annual performance and program objectives.
- Participates in annual self-evaluation and performance review.