CHIEF ADMINISTRATOR of the DOMINICAN ECCLESIAL INSTITUTE

The Chief Administrator is responsible for the overall leadership and direction of the day-to-day operations of the organization, leading all functional areas in the accomplishment of the D+E+I mission (see www.deiabq.org). The Chief Administrator understands and embodies the Dominican charism, fostering this charism in all of the works of the organization. This includes working closely with the committees of the board to facilitate programs, events, membership, community outreach, as well as strategic planning, finance, administration, human resources and operations. Much of that communication is via email, text and cell.

Requirements

• Experience in managing and developing staff and volunteers;
• Effective relationships with the board, members, staff, volunteers and the public;
• Flexibility;
• Willingness to learn and to be an active team player;
• Highly developed communication (written and verbal), project management, time management, and collaboration skills;
• Working knowledge of all Microsoft 2013/365 applications: Word, Excel, Access, Power Point and Publisher, together with Windows 10, plus WordPress and QuikBooks;
• Performance of high quality work with minimum supervision and within assigned deadlines;
• Strategic thinking, while staying focused on the accomplishment of current operational and tactical priorities;
• Respect for confidential matters and information;
• Three to five (3-5) years of experience in a leadership position; and
• Advanced degree work in Catholic theology and/or a ministry-related area preferred
• Good standing with ecclesial authority

Essential Job Functions

• Support the Board, the Executive Committee and the Chair in the accomplishment of the D+E+I mission through effective leadership, collaboration, evaluation, discernment, decision making, and planning that is rooted in the Dominican charism;
• Lead the staff in the establishment and ongoing direction of D+E+I that effectively reaches the entire demographic, insuring the accomplishment of the overall mission;
• Ensure the operational readiness of the organization through leadership and oversight of the staff performing duties in administration, finance, human resources, supply, and management;
• Support the annual strategic planning process including evaluation of staff performance; review of mission, vision, and core values;
• Develop a system to ensure successful programs and events that:
  o Attends to the details of the events;
  o Monitors event timelines by ensuring that deadlines are met;
  o Stays within the budget that has been approved for each event;
  o Effectively publicizes all events through the media, personal contact, invitations, etc.; and
  o Includes a cycle of improvement by establishing pre- and post-event evaluations;
• Develop a calendar of D+E+I operations that is supported by a task and timeline document;
• Establish and maintain a set of key performance measures (KPMs) that provide the Board and staff with ongoing visibility of the effectiveness of all functional areas of the organization;
• Facilitate annual financial planning to fund the accomplishment of the strategic plan and to meet critical financial objectives such as established cash reserve levels;
• Champion the development of an infrastructure for all D+E+I functions and that supports healthy, long-term growth of the organization; and
• Perform other duties as assigned.

Monthly Salary and Benefits Negotiable