



# Mercy Education Educación de la Misericordia

Courageous Action. Selfless Spirit.™  
Acción valiente. Espíritu altruista.™

## ASSOCIATE DIRECTOR FOR MISSION INTEGRATION

### Position Description

TITLE: Associate Director for Mission Integration  
FLSA: Exempt/Full Time  
REPORTS TO: Executive Director of Mercy Education System of the Americas

**Deadline for applications: December 30, 2024**

### **Position Description:**

The Associate Director for Mission Integration leads and nurtures the Mercy Catholic mission, especially the charism of the Sisters of Mercy, within the member institutions of Mercy Education. This role ensures that Mercy spirituality, ethics and social principles are effectively incorporated into every aspect of the organization's operations, strategic decisions and culture. The Associate Director for Mission Integration champions the mission and supports a spiritually and ethically grounded environment, fostering an inclusive culture that aligns with the values of compassion, social justice, service, and community. This is a fully remote position.

### **Areas of Responsibility:**

#### **1. Mission Strategy and Alignment**

- Collaborate with school leaders, boards, and staffs to deepen understanding of how each institution's unique mission contributes to advancing the overarching mission of the Sisters of Mercy.
- Guide departments in developing policies, practices and programs that reflect the Mercy mission.
- Explore new opportunities for mission integration experiences, such as online resources and webinars.

#### **2. Mission Formation and Institutional Support**

- Work collaboratively to develop and implement formation processes for key roles at member institutions, to be used consistently across member institutions.

- Facilitate training, workshops and retreats to deepen employees' understanding and commitment to Mercy history, mission and values.
- Provide sound and current theological and ethical consultation as needed for member institutions, in collaboration with Mercy Education staff.
- Guide member institutions in understanding and applying Mercy Education's governance structure in their daily operations, planning, decision-making and policy implementation.

### **3. Performance and Impact Assessment**

- Support member institutions in generating plans and processes for mission integration and in formulating ways to assess their mission effectiveness.
- Develop and implement processes and metrics to assess the impact of mission integration efforts in the member institution.

### **4. Stakeholder Engagement and Partnerships**

- Become a familiar, supportive presence at member schools and represent the organization at activities and events that align with the mission of Mercy.
- Build active relationships between the member institutions and the Mercy Education office.
- Facilitate communication, interaction and collaboration among the member institutions for the enhancement of the mission.
- Engage with congregations and organizations invested in mission integration.

#### **Qualifications/Skills:**

- Knowledgeable about history, heritage, mission, vision, values and charism of the Sisters of Mercy
- Demonstrates a well-developed spirituality consistent with the mission, charism and values of the Sisters of Mercy
- Strong grounding in current Catholic theology, with the ability to represent Mercy Education authentically and credibly
- Effective leadership style that emphasizes teamwork and collaboration
- Proven ability to convene, facilitate, motivate, and integrate diverse groups, including boards
- Proficient in using current communication technology
- Bachelor's Degree required; Master's Degree preferred

#### **Work Environment**

- Remote position
- Regular office hours with flexibility to meet the needs of the member institutions, including evening meetings and events.
- Considerable travel (including domestic and international) occasionally on weekends.

## **Application Instructions**

Applicants are to send a cover letter which includes a minimum salary requirement, resume, and 3-5 references to: Lisa Griffith, RSM, [lgriffith@sistersofmercy.org](mailto:lgriffith@sistersofmercy.org).

**THE PRECEDING IS INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUALS ASSIGNED TO THIS JOB. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF THE RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF INDIVIDUALS SO CLASSIFIED.**

## **Americans with Disability Specifications**

### **1. Physical Demands**

While performing the duties of this job, the employee is occasionally required to stand; walk, sit; hear; use hands to handle objects. The employee may be required to occasionally bend, stoop, twist and/or lift and carry up to 20 lbs. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **2. Work Environment**

This role routinely uses standard office equipment such as computers, phones, video conferencing equipment, and video cameras. Overnight travel is required. The employee may be required to occasionally push or pull luggage and equipment up to 50 pounds, primarily associated with business travel.