

Position: Director of Programs and Initiatives
Reports to: Executive Director
Location: Office in Chicago, Hybrid, or Remote
Travel: National as required

Position Summary

The Director of Programs and Initiatives animates the Conference mission by offering relevant and innovative initiatives that educate and strengthen formators in their ministry of initial and ongoing formation and by serving vowed religious in their lifelong journey of discernment and transformation. The Director provides strong leadership and strategic vision through collaborative processes that engage RFC communities (e.g., Board, Staff, Members, etc.) in discerning the emerging horizon of religious life and essential programs needed for this time.

Key candidate attributes

1. **Conviction:** passionate about and dedicated to supporting the now and new of religious life
2. **Collaborative:** team-focused with a growth mindset, values diversity and working effectively across cultures
3. **Commitment:** ability to work hard, anticipate needs, and take initiative
4. **Curiosity:** interest in exploring religious life's present opportunities and future possibilities
5. **Communication skills:** strong written and analytical skills, ability to think critically and creatively

Main job responsibilities

1. Works collaboratively with the Board and Staff to advance the organization's mission and strategic priorities.
2. In concert with the Board's Programs and Initiatives Committee, discerns, plans, and evaluates current and future programs, making modifications, as needed, to better meet the needs of members and program participants.
3. Coordinates, implements, and assesses the Conference's annual core programs: ForMission (FM), Life Commitment (LCP), and Orientation to Formation (OTF), and Ongoing Formation Circles (OFC).
4. Coordinates, implements, and assesses the RFC's online programming offerings: webinars, workshops, virtual Formator meet-ups, group supervision, and other networking opportunities.
5. Coordinates, implements, and assesses the Conference's biennial Congress (national gathering) for formators, leadership liaisons, and collaborators who serve religious life.
6. Oversees the Conference's Member Areas and organizes Member Area programming (e.g., virtual meetups, in-person convenings, etc.).
7. Regularly consults with RFC's member-collaborators on their needs regarding desired programs, services, resources, timely topics / themes, and dynamic speakers and facilitators.
8. Proactively engages member congregations and partners in religious life to promote programs, recruit prospective participants, and explore collaborative partnerships.
9. In collaboration with staff, crafts a program calendar aligned with the larger Conference operations and communications calendar.
10. Prepares articles, presentations, and other resources for membership and program participants.
11. In tandem with the Executive Director and Development Plan, assists with the identification, submission, and implementation of grant initiatives.

Position Requirements

1. Master's degree in theology or ministry, or equivalent credential or experience
2. At least 2-3 years of experience in program development, design, coordination, implementation, and evaluation
3. Proficiency with technology with a particular emphasis on its use in instruction and training
4. Capacity to help others navigate group processes, communal discernment, and individual reflection
5. Ability to work in a team environment as a member of the Conference staff and collaboratively with those who serve religious life
6. Possesses a strong commitment to interculturality, diversity, equity, and inclusion
7. Strong written and oral communication skills, comfortable with public speaking and presenting
8. English-Spanish bilingual, preferred
9. Vowed member of a religious congregation, preferred

Compensation

- Competitive salary range (\$64,000-\$68,000)
- Comprehensive benefits package:
 - Government-sponsored programs (FICA, unemployment insurance, workers' compensation, etc.)
 - Exceptional Health Benefit Plan, including PPO dental and vision coverage
 - Generous Retirement Plan contributions
 - Long-term Disability Insurance
 - Paid time off, including all major holidays

How to apply

- **Cover letter:** 2-3 paragraphs in an email telling us why you're interested in this position, why you are qualified, and why you want to be a part of the Conference team.
- **Resume:** attach a resume.
- **Email:** send materials to Executive Director, Ryan Hoffmann, by email at rhoffmann@relforcon.org. Please include "Director" in the subject line.
- **Timeline:** Candidate screening will take place on a rolling basis. Preference given to those who apply by July 1, 2025.

*The **Religious Formation Conference (RFC)** provides equal employment opportunity without regard to race, color, religion, gender, sexual orientation, age, national origin, marital status, personal appearance, gender identity or expression, pregnancy, familial status, family responsibilities, genetic information, matriculations, political affiliation, source of income, place of business or residence and physical or mental disability which does not, with or without reasonable accommodation, preclude the performance of essential job functions, unless doing so would result in undue hardship.*

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