

**Diocese of Kalamazoo
Position Opening**

Executive Director of Parish Life & Lay Leadership

The Diocese of Kalamazoo is seeking a full-time Executive Director to lead the newly created Secretariat of Parish Life and Lay Leadership. This dynamic leader will provide strategic direction and oversight of the ministries and offices within the Secretariat including: Lay Ministry Formation, Domestic Church, Sanctity of the Human Person, Vocations, Hispanic Ministries, and Youth and Young Adult Ministry.

Candidates should possess a Masters degree in theology, ministry, or religious studies with a secondary degree in administration, education or related area preferred. Must be a practicing member of the Roman Catholic Church and possess working knowledge of the Catholic Church including familiarity with structure, function and institutions, its history, theology, mission, documents (i.e. pre- and post-Second Vatican Council). Excellent management, communication, and interpersonal skills with the ability to develop collaborative relationships within and outside of the diocese are required. Candidates should have a proven track record of demonstrated leadership, budget management, creativity, resourcefulness and a high degree of flexibility and determination along with the ability to perform long-range planning and project-management. Should be knowledgeable about current developments (local, regional, national and international) in Christian and Catholic life and formation for ministry and issues regarding theology, pastoral ministry, education, leadership and administration. Excellent verbal and written communication skills and knowledge of new and emerging technologies is required. . Bi-lingual in Spanish and English preferred.

Interested applicants should send a cover letter, resume, references and salary requirements to:

HR@dioceseofkalamazoo.org.