

## Position Description

**Position: DIRECTOR OF THE CENTER FOR THE STUDY OF CONSECRATED LIFE**

**Classification: Administrator with Faculty Status – full time**

**Supervisor: President**

**Hiring Manager: President**

### General Summary:

The mission of the Center for the Study of Consecrated Life is to serve as a theological, academic, and pastoral resource for engaging contemporary issues and realities in consecrated life today from a global perspective. The Director is the chief administrator of the CSCL and its operations, who oversees and coordinates all aspects of the work of the center. Guided by the Strategic Plan formulated in 2021, the Director leads the Center in accomplishing its distinctive mission. In collaboration with others, the Director determines the foci and yearly programming for the Center. For the years 2022-2025, the programming is enabled by a grant from the Hilton Foundation entitled *Moving Along the Arc: Women Religious as Agents of Reconciliation and Transformative Action toward a More Racially Just Church and World*. The CSCL Director serves as Director of the grant and insures its fulfillment.

### Qualifications

- Woman or man religious or consecrated person
- Masters Degree in Theology or Ministry
- Demonstrated interest and experience in promoting the consecrated life
- Excellent communication skills, written and oral
- Skill in developing relationships with people in the various forms of the consecrated life
- Capacity to engage various generations on topics related to religious life
- Demonstrated experience in organizational leadership

### Principal duties and responsibilities of the Director:

- Implement three-year (2022-2025) program for *Moving Along the Arc: Women Religious as Agents of Reconciliation and Transformative Action toward a More Racially Just Church and World*.
- Identify potential new areas for programs, dialogue, and/or research beyond 2025 based on the dialogue with conversation partners.

- In collaboration with the Vice President and Academic Dean, ensure that there are course offerings each year on aspects of consecrated life (theologies, spiritualities, etc.). When feasible, secure visiting scholars to offer such courses.
- Lead important conversations that demonstrate to the wider church the continuing vitality of religious life.
- Engage in conversations with congregational leaders and formators both within and outside the U.S. on their role in grounding newer religious in a strong theology that informs a contemporary understanding of religious life and Church today.
- Intentionally encourage and design outreach to CSCL audiences to pursue graduate theological education at CTU.
- Disseminate the results of major programmatic initiatives through publications in print and online.
- Leverage the concert of charisms represented by the communities associated with CTU, especially the corporate members, by extending invitations to engage in the work of the CSCL.
- Solidify and expand strategic alliances and partnerships that advance the CSCL goals and enhances its identity and influence on the CTU community and beyond.
- Oversee the Center's budget, including grant reporting.
- Integrate the public events and other activities of the Center and its programs with the experiences of CTU students in their coursework.
- Serve as CSCL's principal advocate with philanthropic foundations and other funders, as well as work with Advancement team in case statement development, sustainability planning and participate in solicitations.
- Collaborate with Advancement team in regard to Center events and conferences, promotion strategy, and public relations to draw in new audiences and scale-up the Center's impact.
- Develop periodic narrative reports for various audiences: funders and leadership.
- Serve as CTU's liaison with Religious Formation Conference for *Together* Program
- Oversee the Institute for Religious Formation and Reframing Retirement for Mission

Applicants should submit:  
a cover letter, current CV, and names and contact information for three references to:

**[csalas@ctu.edu](mailto:csalas@ctu.edu) by March 15, 2022**

Applications from members from racially and ethnically underrepresented groups are encouraged.