

**EXECUTIVE DIRECTOR
TEXAS CATHOLIC CONFERENCE- AUSTIN, TEXAS**

The Executive Director of the Texas Catholic Conference is responsible for advocacy with the Texas Legislature, state and federal agencies that affect the ministries of the Church in Texas, and the Texas State Delegation in Congress.

The Executive Director works with the Associate Director for Education and the Associate Director for Programs to foster collaboration among all the ministries of the fifteen (arch) dioceses of the state. The Archivist for the Catholic Archives of Texas also reports directly to the Executive Director.

It is anticipated the successful candidate will have the following:

EDUCATION:

- A Master Degree from an accredited university in theology, political science, law or a related field of study.

EXPERIENCE:

- A minimum of 5 years full time, wage earning, progressively responsible leadership experience in a church setting, which included supervision of staff, administration of a major department or ministry and working with and/or leading diverse groups toward common goals.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of Catholic Church hierarchy, administration and operation.
- Ability to work effectively with local, state, and national groups.
- Ability to facilitate work-groups and teams, leading to enhanced vision, communication, collaboration and cooperation among group members.
- Ability to coordinate and facilitate meetings, including agenda preparation and planning/implementation of logistical support.
- Skill in preparing and overseeing budgets and financial management, including coordinating disbursements.
- Skill in collaborating with and providing leadership to others.
- Skill in communicating with others, both verbally and in writing, with an emphasis on public speaking, testifying before legislative committees, publishing position papers on public policy matters and writing columns for a bi-monthly publication.

RELIGIOUS AFFILIATION:

- Must be a practicing Catholic in good standing.

Resumes will be accepted until **March 31, 2010**. A more comprehensive job description is available on the TCC website: www.txcatholic.org.

Submit resume to: Victoria Esparza, Director of Human Resources, Archdiocese of San Antonio, 2718 West Woodlawn Avenue, San Antonio, Texas 78228.