

December 2016 JOB POSTING

EXECUTIVE DIRECTOR OF THE

BENEDICT XVI INSTITUTE FOR SACRED MUSIC AND DIVINE WORSHIP

The Benedict XVI Institute is seeking a skilled, entrepreneurial, creative, energetic and faithful Catholic, with managerial experience to organize and lead the Institute.

Looking to make a difference?

The Benedict XVI Institute is seeking a skilled, entrepreneurial, creative, energetic and faithful Catholic, with managerial experience to organize and lead the Institute. This position is classified as a Full-time, Exempt employee. We are excited to offer an excellent benefits package including a Pension Plan (Employer Sponsored), (Pre-tax employee premium for) Health Insurance, Sick and Vacation benefits, Flex spending accounts as well as a generous Holiday Schedule. Our location also offers free, gated parking. We expect that the compensation will be in the mid-\$\$\$K range.

POSITION SUMMARY

The Executive Director of the Liturgical Institute has the responsibility of developing education and formation programs in sacred music and divine worship for musicians, cantor, music directors, lectors and extraordinary ministers of Holy Communion, as well as other positions of liturgical ministry which may eventually be identified. The Executive Director works collaboratively with the Archbishop and Board of Directors and provides leadership that promotes excellence in the liturgical life of the Roman Catholic Church.

The Director is the Institute's liaison with and resource for local churches in and beyond the Archdiocese. The Director is responsible for marshaling resources already available in the Archdiocese to develop a program of formation and instruction that promotes excellent in sacred music and worship.

The Director promotes the liturgy as the heart of Christian life and programs in sacred music as a beautiful and holy form of divine praise. In both sacred music and sacred liturgy the Director develops formation programs that foster greater reverence in liturgical celebrations.

RESPONSIBILITIES

- Serves as the chief operating officer of the Corporation, and so implements the strategic direction as outlined by the Board of Directors through leading and managing the day-to-day activities of the organization
- Develops programs that are attractive to parishes in the Archdiocese and which can be readily adapted by other parishes outside the Archdiocese

REPORTING RELATIONSHIPS:

- The Executive Director reports directly to the President of the Corporation, and works under the direction of the Board of Directors of the Benedict XVI Institute
- The Coordinator of Chant and Liturgical Programs coordinates his activities with the Executive Director
- The office assistant reports to the Executive Director

QUALIFICATIONS:

- Training in liturgy, theology or sacred music and a minimum of 2 years' experience in a diocese or parish; or, any equivalent combination of education and experience which demonstrates the knowledge, skills and abilities to perform the required work and responsibilities
- Knowledge of and commitment to the liturgical norms of the Church and the Church's documents on the liturgy; familiarity with sacred music
- Detailed knowledge of the principles and practices of Catholic ecclesial life and structure, along with knowledge of church organizational and operational procedures
- Proficiency with computer and basic office software
- Practicing Catholic required and valid driver's license required
- Previous non-profit experience desired
- Ability to speak Spanish and eventually develop programs in the Spanish language desired

Qualified Applicants should submit resume and Cover Letter to:

Schmidtp@sfarch.org

Patrick Schmidt, Associate Director of Human Resources

1 Peter Yorke Way

San Francisco, CA 94109

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.