



**Role Profile:
Mission Director**

Reports to: President
Department: Mission
Location: St. Louis, Missouri, preferred; Hybrid schedule eligible
Employment: Part-Time
FLSA Status: Exempt

Organization:

Launched in February 2010, Mercy Investment Services provides for the collective investment and professional management of the endowment and other investment funds of the Sisters of Mercy of the Americas and their sponsored ministries, while working for a just and sustainable world and embraces socially responsible investing as a means of promoting systemic change, with emphasis in the areas of nonviolence, racism, environment, concern for women, and immigration. Our multifaceted socially responsible investing program includes shareholder advocacy engagement with companies, proxy voting, portfolio screening and impact investing (both community and market-rate investments). More information is available at www.mercyinvestmentservices.org.

Position Summary:

The Mission Director provides primary support to the President to inspire, guide and support the organization's board, committees and staff to understand, embody and integrate the charism, mission, vision, values, culture and heritage of the Sisters of Mercy, and our Catholic identity. The position will also support the mission integrity of Mercy Investment Services' activities related to the life and mission of the Sisters of Mercy of the Americas and their ministries. The organization seeks to extend Mercy charism into the future by supporting continuous mission formation of board, committees and staff and cultivating an enterprise-wide culture of diversity. The position promotes the mission and values of the organization through discussions, activities, decisions and relationships with the board, committees and staff.

Position Responsibilities:

- » Provides strategic and operational guidance to plan, develop, implement and evaluate organizational processes and efforts to integrate the Mercy charism, mission, vision, values, culture and heritage into the attitudes, behaviors, and decisions of board, committees and staff.
- » Develops, leads, and oversees orientation and formation programs for the Board of Directors, its committees, and staff in collaboration with the Governance Committee.
- » Assists the Board of Directors, Governance Committee and management in developing and implementing a comprehensive diversity, equity and inclusion strategy to cultivate an enterprise-wide culture of diversity.

- » Assists in incorporating organizational values in managerial and personnel policies and processes fostering a mission culture of respect, mutual support, trust, and appreciation of the diverse gifts and talents of all employees.
- » Assists the Vice President of Finance and Administration in designing inclusive and broad employee search, interview and onboarding processes that introduce applicants and new employees to the charism, mission, vision, values, spirit, life, and culture of the Sisters of Mercy.
- » Collaborates with the Sisters of Mercy of the Americas' Office of Mercy Mission Integration and other Institute departments to leverage various programs including theological reflection, border immersion experiences, anti-racism education, interculturality workshops, language justice initiatives and other programs.
- » Provides ongoing programs, activities, celebrations, and materials to help board, committees and staff to acquire and deepen the habits of mind and heart that suggest comprehension of the charism, mission, values, spirit, vowed and community life, and culture of the Sisters of Mercy.
- » Coordinates and provides opportunities for employees to explore the spiritual and theological traditions that support the mission of the organization while allowing them to develop their own workplace spirituality within the Mercy culture.
- » Establishes and reports key performance indicators (KPIs) to measure the effectiveness and impact of mission-driven and diversity-related initiatives of board, committees and staff.
- » Supports and participates as a staff liaison to the Governance Committee by contributing to agendas, preparing meeting materials and presenting information at the meetings.
- » Collaborates with the President and the Director of Communications on various communication vehicles including reports to key stakeholders on the accomplishments of the socially responsible investment program.
- » Carries out responsibilities in accordance with Mercy Investment Services' policies and applicable laws.
- » Performs other duties as required.

Position Qualifications:

Required:

- » Bachelor's degree in theology, Christian ethics, Catholic social justice teaching, administration, education or organizational development;
- » At least five years of demonstrated related experience and/or training, preferably in a mission-based organization;
- » Demonstrated knowledge with ability to communicate and apply knowledge in fundamental theology, ecclesiology, and ministry; personal and organizational spirituality; business and organizational ethics; Catholic social justice teaching; and organizational dynamics;
- » Hands-on leader and team player who is willing to actively participate as needed to help achieve the organization's goals;
- » Strong personal integrity and commitment to ethical principles together with a strong service and mission orientation, inherent compassion, and sensitivity to issues of justice;
- » Strong organizational and project management skills, attention to detail, and ability to execute tasks in a timely manner;
- » Experience working with boards of directors and sophisticated governance structures;
- » Demonstrated ability and commitment to building and strengthening collaborative relationships both internally and externally, in and on behalf of a consensus-driven organization;

- » Ability to work collaboratively in support of team members and/or independently on multiple projects simultaneously, prioritize responsibilities, take initiative to proactively identify and address issues, and meet deadlines;
- » Ability to synthesize complex information and communicate it in understandable terms to various audiences;
- » Evident listening skills, coupled with a willingness to enter into caring dialogue;
- » Ability to work with religious community members and various constituents, including lay volunteers, co-workers, consultants, and colleagues from the Institute;
- » Demonstrated sensitivity to and knowledge of cultural differences and sensitivity to the diversity of institutions served by Mercy Investment Services and to the impact of decisions upon other individuals and organizations;
- » Outstanding written, verbal, presentation and communication skills; an outgoing spokesperson, relationship builder, motivator, and catalyst for staff and volunteer engagement;
- » Solid computer, software, and database skills with strong knowledge of Microsoft Office including Outlook, Word, Excel, PowerPoint, and Adobe Acrobat.

Preferred:

- » Graduate degree in theology, ethics, administration, education or organizational development;
- » Familiarity with Catholic Church teachings and structures and/or experience with the Sisters of Mercy, a religious community or mission-driven organization where faith and commitment to ministry and mission drive behavior and function.

Application Process: Mercy Investment Services is an Equal Opportunity Employer. Interested candidates should send a cover letter, résumé, and salary requirements to the attention of the President at HR@mercyinvestments.org with "Mission Director" in the email subject line. Applications will be accepted and reviewed on a rolling basis. For priority consideration, please apply by June 28, 2024. Due to the volume of applications, we will contact only those candidates selected for interviews. Résumés without a cover letter will not be considered.