



## PONTIFICAL MISSION SOCIETIES IN THE UNITED STATES

The Society for the Propagation of the Faith | Missionary Childhood Association

The Society of St. Peter Apostle | Missionary Union of Priests and Religious

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Job Title: Regional Director of Diocesan Relations  
Reports to: Vice President for Regions  
Location: Western  
FLSA: Exempt

### **Position Summary**

The RD for Diocesan Relations is an integral part of TMPS. In collaboration with other stakeholders, he/she will direct, manage, and coordinate the organization's comprehensive outreach to (Arch)Dioceses within one of five regions. The RD will assist in the recruitment, development, mentorship, and leadership of Diocesan professionals focused on increasing outreach and support for the Pope's missions and enhancing the organization's reputation, resources, and relationships. The RD will provide substantial guidance and support in highlighting the annual ramp up to World Mission Sunday, as well as to ensure that diocesan mission staff are prepared and proactive in their ongoing promotion of all facets of the Pontifical Mission initiatives throughout the world. The RD will ensure that diocesan staff is motivated, focused, and supported in their work, fostering a culture that brings out the best in each staff member, supports individuals in their professional development, and reinforces the value of teamwork toward achieving ambitious goals on behalf of world missions.

This is a full-time position located in California supporting dioceses in the Western Region of the U.S, including the following states: California, Hawaii, Nevada, Alaska, Idaho, Montana, Oregon, Washington. This position requires heavy travel.

### **Responsibilities**

- In partnership with the Vice President for Regions, manage a growing, comprehensive outreach program at the diocesan level to raise awareness of the needs of mission territories, and, specifically, to support the Pontifical mandate to support the Mission Societies.
- Provide leadership in creating structure and best practices in promoting the Pontifical Mission Societies within the diocesan structure.
- Engage diocesan staff in methods of owning commitment to the missions.
- To remain current with missiology and mission initiatives in order to instruct and support the faithful in developing practical spiritual and corporal works for promoting the 1,100 most under resourced dioceses around the world.
- To be a proficient resource in how to best animate the execution of the annual World Mission Sunday month, as well as to substantially increase the overall participation in contributing to this major second collection.
- Oversee diocesan operations and assess performance of diocesan directors vis-à-vis protocols and guidelines from the National Office.

- To create a trusting and collaborative relationship with diocesan directors that includes healthy and frequent communication, transparency, and a disposition of service and support for the sake of the missions.
- To become efficient with documenting communication with and support provided to diocesan directors through the TPMS CRM system.
- Communicate regularly with the VP of Regions to keep him/her abreast of ways to best support diocesan directors and to strategize in removing any logjams.
- Provide leadership in building an institutional culture that represents a commitment to promoting the Pontifical Societies based on TPMS values.
- Assess needs and opportunities within each (arch)diocese in the assigned region and provide training, guidance, and motivation to increase the effectiveness of diocesan directors as the primary promoters of the Pontifical Societies within their assigned (arch)diocese.
- Partner in the creation of an overall plan for excellence in development of mission outreach for the organization, ensuring implementation, monitoring, tracking, and evaluation of key performance indicators.
- Assist in the creation and updating of processes and policies related to efficient and effective partnership with diocesan efforts within their assigned region on behalf of the missions.
- Be proactive in creating a strong “Call to Action” in awareness and support of the missions.
- Support events and other activities as directed by the Vice President of Regions.

### **Additional Job Functions:**

- Serve as a partner and resource to diocesan mission office directors and staff in support of their annual appeals, intra-relationships with the (arch)diocesan structure, visibility of the Pontifical Societies on the (arch)diocesan and parish level, and a catalyst who energizes a robust response in creating a missionary culture.

### **Qualifications:**

The successful candidate will be a mission-driven team player with the following qualifications:

- Must be a practicing Catholic in good standing who embraces the mission, vision, and values of The Pontifical Mission Societies.
- Bachelor’s degree required; master’s degree preferred.
- Understanding of and experience with a diocesan structure.
- 5+ years of experience working within the Catholic Church, leading teams and demonstrating effective collaborative work relationships.
- Advanced knowledge and demonstrated use of CRMs, internet-based research, Windows, Microsoft Applications, including MS Word and Power Point
- Demonstrated project management and decision-making ability with excellent time-management skills.
- Strong communication and customer service skills.
- Demonstrated ability to handle confidential information.
- Must have dependable, accessible transportation, as well as a valid drivers’ license issued from the State of residence.
- Willingness to work evenings and weekends, as required.

### **Education, Experience and Qualifications**

- Must be a practicing Catholic in good with the church
- Bachelor’s degree required, master’s degree preferred.
- Understanding of and experience with a diocesan structure.
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- Advanced knowledge and demonstrated use of CRMs, internet-based research, Windows, Microsoft Applications, including MS Word and Power Point
- Demonstrated project management and decision-making ability with excellent time-management skills.
- Strong communication and customer service skills.
- Comfortable working with a team as well as independently.
- Demonstrated ability to handle confidential information.
- Must have dependable, accessible transportation, as well as a valid drivers' license issued from the State of residence.
- Willingness to work evenings and weekends, as required.

### **Compensation & Benefits**

- Pay Range: \$73k – 80K, commensurate with experience.
- Medical, Dental, Vision, and Prescription coverage.
- 403(b) retirement plan including employer match.
- Generous paid time off.

### **Application Process**

Interested applicants should send a cover letter, resume, and three references to [jobs@missio.org](mailto:jobs@missio.org) with the subject line “Regional Director – Northeast and MidAtlantic Regions”.

### **THE PONTIFICAL MISSION SOCIETIES USA IS AN EQUAL OPPORTUNITY EMPLOYER**

The Pontifical Mission Societies (“TPMS”) is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. TPMS strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, marital status, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All TPMS employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

TPMS complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Florida Civil Rights Act of 1992, and all applicable state or local law. Consistent with those requirements, TPMS will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

As a Catholic organization recognized by the United States Conference of Catholic Bishops, TPMS reserves the right under Federal law (42 U.S.C.A §2000e-2(e)) and Florida law (Fla. Stat. §760.10(10)) to hire those of the Catholic faith for positions where practice and knowledge of the Catholic faith, its tenets and beliefs, are necessary for the work required. Further, TPMS retains the ability to hire employees whose lifestyle upholds the teachings of the Roman Catholic Church.