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# WE NEED YOU!

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## Searching for a New Executive Director



Franciscan Federation  
of the Sisters and Brothers of the Third  
Order Regular in the United States

### ***This ministry is perfect for you!***

Please read the following job description.

If you have been given this job description, the person sending it to you feels you can do this job. We need a talented person to continue to lead the Franciscan Federation on the journey to being ***Franciscan Thought Leaders*** in our modern world. If the ministry is not for you right now, maybe you are the instrument for the Federation to find the right person...the job description might be right for you to pass on to someone you know is whom God is calling to this key position.

God,  
May you bless us  
and guard us,  
May you show us  
your face and have  
mercy on us,  
May you turn your  
face towards us and  
grant us peace.



Franciscan Federation  
of the Sisters and Brothers of the Third  
Order Regular in the United States

**EXECUTIVE DIRECTOR  
FOR  
Franciscan Federation  
<https://franfed.org>**

**Job Posting**

The Franciscan Federation is seeking an Executive Director (“ED”) to provide leadership, direction, and enthusiastic energy to support and grow the Franciscan Federation as it strives to be a major catalyst in bringing together the wisdom, traditions, and contemporary practices of the modern day followers of Francis and Clare.

The “ED” is responsible for the overarching goals and mission of the organization, as well as directing all day-to-day actions in pursuit of the mission and goals. Along with the Board of Directors, the “ED” is responsible for anticipating significant trends and issues impacting the Franciscan Evangelical Life and that of member congregations, organizations, associates, and others committed to walking with us on the Franciscan spiritual journey.

The “ED” reports and is accountable to the National Board. She/he serves as the public liaison for the Federation, including its relationship with members, other appropriate Church groups, conferences and bodies. She/he supervises staff and volunteers necessary to meet the administrative needs of the Federation. The “ED” has the lead role in the integrated infrastructure which encompasses strategic planning, program development, fundraising, communications, human resources, office and financial operations.

To successfully lead the Franciscan Federation in the 21<sup>st</sup> century, the ideal candidate will possess a strong belief in the vision and mission of the Federation and demonstrate creativity and energy to think and act in new ways within changing organizational structures. We are seeking a transformative leader who can build strong relationships and has a strategic vision for the future.

In addition, the ideal candidate will possess.

- A Master’s Degree or comparable level of education and experience. Sealed transcripts will be required.
- A passion for learning and sharing the Franciscan charism.
- A strong knowledge of nonprofit organization leadership and management including nonprofit governance.
- A strong background in fund development.
- Demonstrated and proven skills in strategic thinking and planning.
- Excellent written, verbal, and presentation communication skills.

- Proven competence in administration including financial management and reporting skills.
- Knowledge and comfort in the use of technology to support the organization and communication needs.
- Understanding of other Franciscan organizations and other national religious organizations, their purpose, and agenda.

***To apply, please send a resume and letter of intent to Sandra Landsman,***  
***[slandsman@atonementfriars.org](mailto:slandsman@atonementfriars.org)***

*We will accept applications on a rolling basis.*