



VICE PRESIDENT FOR MISSION FULL-TIME

JOB DESCRIPTION

The Vice President serves as a member of collaborative leadership team reporting to the President of Villa Maria College, and has a key role in overseeing operational aspects of Mission Integration at the College.

ESSENTIAL RESPONSIBILITIES:

- As a member of the President's Cabinet and Chair of the Mission Integration committee, collaborates in the integration of the Mission and Core Values in all aspects of operations (i.e., strategic planning, policy development, leadership/staff development, and finance/budget);
- Assures that Mission and Core Values orientation and ongoing programs are provided for Trustees, Cabinet members, administrators, faculty, staff, and students;
- Oversees the College's Service Learning Program and coordinates with and supports academic departments to help engage students in service and spiritual activities;
- Oversees pastoral leadership, services, and programs to meet the spiritual needs and concerns of the College Community;
- Serves faculty who desire to integrate Felician/Franciscan charism and values as well as Catholic Intellectual Traditions into their courses by providing consultation and research materials, and may teach relevant courses;
- Supervises all staff reporting to the Vice President for Mission;
- Coordinates with the Sponsoring Agency, and prepares and submits all required reports including: Mission Integration Plan; mid-year and end-year accountability reports; information and data for the annual community benefit report;
- Works with the Development Department to determine opportunities and assist in fundraising efforts;
- Works with Human Resources to assure implementation of a values-based performance management system;
- Represents Villa Maria College as requested by the President to external groups on all matters relating to mission;

- Serves as a resource to marketing and communications to assure the ministry identifies itself as a Felician-Sponsored ministry;
- Supports the philosophy and objectives of the College;
- Participates in College functions;
- Serves on committees of the College;
- Others duties as assigned to meet the mission of the College.

QUALIFICATIONS:

- Graduate degree in Theology, Education, or related area from an accredited college or university. Doctoral degree preferred;
- Possesses a deep personal commitment to living out the Roman Catholic faith, Felician Mission, and Core Values of the College;
- Knowledgeable on current trends in Catholic higher education;
- Demonstrates strong communication, organization, critical thinking, decision making, and team building skills;
- Has the ability to effectively work with and engage the entire campus community;
- Knowledgeable on current trends in the Catholic Church and social justice issues;
- Has the ability to work inclusively with all persons and with people of all faiths and cultures;
- Demonstrates the ability and courage to address issues that challenge the Mission and Core Values;
- Supports the role of lay ministers in Catholic-sponsored organizations and the need for continuing formation.

ESSENTIAL FUNCTIONS:

Professional business office setting. General environment requires employee to be flexible. This work may include hours standing and walking, including up and down stairs, moving up to 25-pound boxes, etc. Evening and weekend hours may be needed on occasion to perform work associated with this position. Ability to travel when needed.

SALARY: Negotiable

PLEASE COMPLETE THE ON-LINE APPLICATION PROCESS FOUND AT:

jobs.villa.edu

When you have completed the on-line application process your information will be forwarded to the Search Committee for their review. The Search Committee will

carefully review each resume and select the strongest candidates. Once the selection process is completed, qualified candidates will be contacted for an interview.

More about Villa Maria College:

Mission Statement: *“Villa Maria College, founded by the Felician Sisters, provides students a rigorous and enriching educational experience. Offering academic programs with a broad core curriculum, the College transforms and empowers students to realize their intellectual, creative, professional, and spiritual potential. Inspired by a welcoming Catholic tradition and a dynamic Franciscan spirit, Villa Maria College offers individual attention and fosters compassion, justice, peace, respect for human dignity and a commitment to service.”*

Villa Maria College Core Values: *“Respect for Human Dignity, Compassion, Transformation, Solidarity with the Poor, and Justice & Peace.”*

Posting Deadline: Review will begin immediately and will continue until the position is filled.

****Villa Maria College is an Equal Opportunity Employer****