



North Dakota Catholic Conference

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JOB DESCRIPTION EXECUTIVE DIRECTOR NORTH DAKOTA CATHOLIC CONFERENCE

GENERAL RESPONSIBILITIES:

The Executive Director implements the overall mission of the North Dakota Catholic Conference (the Conference) as directed by the Catholic bishops of North Dakota (Bishops) and oversees all related administrative duties including, budget, payroll, office operations, staff management, and development.

The Executive Director monitors, informs, and advises the Bishops on public policy issues considered in the legislative, executive, and judicial branches of the state and federal governments, and represents the bishops in matters concerning public policy issues.

The Executive Director oversees educational and public communications related to the Conference's priority issues including developing and overseeing a legislative action network and an internet and social media presence for the Conference.

SPECIFIC RESPONSIBILITIES:

Government Relations

- Monitor state public policy (legislative, administrative, judicial) on matters of interest to the Conference
- Facilitate the development of policy positions and bishops' statements
- Represent the Conference before state legislative, administrative, and judicial bodies
- Review, analyze, and draft legislation
- Testify before legislative bodies on behalf of the Conference
- Lobby state legislators and other policymakers on matters of interest to the Conference
- Inform the Bishops and the Conference Board of legislative activities and actions
- Communicate with United States Conference of Catholic Bishops (USCCB) staff on federal issues
- Lobby the state's members of Congress in cooperation with USCCB
- Assure compliance with all relevant state and federal laws
- Build and maintain strong relationships with key legislators, agency representatives, and community officials

Administration

- Oversee budget, payroll, office operations, hiring, staff management, and development
- Manage, with the assistance of staff, the day-to-day business operations of the office, including finances, accounts, regulatory compliance, and office space
- Direct the work of Conference staff
- Consult with the Bishops and the Conference Board members through regular meetings and correspondence
- Prepare agendas, budget reports, and minutes for board meetings
- Develop and recommend the annual budget to the board

Communications and Education

- Develop and oversee communication and educational efforts including all publications, website postings, social media, and mailings
- Speak on behalf of the Conference with Catholic and secular media
- Prepare and issue press releases as needed
- Give presentations to parishes, diocesan groups, and other organizations on the Conference, Catholic social teaching, and issues of interest to the Conference.
- Performs other duties and assumes responsibilities as assigned
- Develop and oversee the Conference's Legislative Advocacy Network (grassroots lobbying network)
- Direct and maintain the Conference's website and social media presence
- Oversee the distribution of the Conference's Catholic Health Care Directives and maintain related educational outreach

PERSONAL SKILLS AND REQUIREMENTS

- Active practicing Catholic in full communion with the Church
- Extensive knowledge of, and commitment to, the principles of Catholic social teaching
- Possesses the highest standards of ethics and integrity
- Knowledge of the lawmaking process of the North Dakota Legislative Assembly
- Excellent public speaking skills
- Familiarity with the state agency rule-making process
- Good relationship-building skills
- Commitment to continuous learning across a broad spectrum of subjects, such as public policy issues, law, theology, bioethics, and philosophy
- Critical thinking and problem-solving skills
- Self-directed to proactively accomplish the needs of the Conference
- Excellent research and analysis skills
- Strength in decision-making and prudential judgment
- Ability to work well with others
- Ability to manage staff
- Commitment to operating and acting in a nonpartisan manner