



## Director of Mission Formation

### Position Summary

The JSN Director of Mission Formation is responsible for animating the Catholic mission and Jesuit identity of Jesuit pre-secondary and secondary schools throughout North America. The Director collaborates with school Mission Formation Officers and other key apostolic partners to advance the Mission Formation effort within Jesuit schools. As such, the Director serves as a strategic advisor to, thought partner with, and valued colleague for Jesuit schools as they faithfully and enthusiastically live out their identity and mission as educational apostolates of the Society of Jesus.

The Director sponsors programs and provides resources that form adult members of school communities in the spirituality of Saint Ignatius Loyola and his Spiritual Exercises, the history and values of the Society of Jesus and Jesuit education, and the theological tradition and teaching of the Catholic Church. The Director engages and guides Mission Formation Officers, school leaders, campus ministers, and members of the faculty to review and promote excellent curricula and meaningful programs that foster the religious development and faith formation of their students within robust school communities of faith. The Director collaborates with Provincial Assistants for Pre-secondary and Secondary Education, Jesuit Province spirituality and pastoral initiatives and apostolates, the Jesuit Global Network of Schools, and other strategic partners to advance the programs and resources they offer.

### Key Responsibilities

The Director **develops and executes** the Mission Formation Framework, Seminars in Ignatian Leadership, Ignatian Colleagues Gatherings, Ignatian Mentor Program, Spiritual Exercises Mini-Grant Program, and the Mission Formation Resource Library.

The Director **promotes and coordinates** Educate Magis Formation Courses, the Educate Magis Certificate in Jesuit Education, Camino Ignaciano, Spiritual Exercises Discussion Group, and Companions on the Way.

The Director **sponsors and facilitates** opportunities for department chairs, campus ministers, service directors, and retreat coordinators to reflect on their ministry and work, and to ensure

they are offering curricula and programs that are excellent, contemporary, inclusive, and rooted in the goals and values of the Catholic Church, Society of Jesus, and of Jesuit education.

The Director **serves as mentor for and thought partner with** school Mission Formation Officers and other key colleagues.

The Director **collaborates and networks** with the Mission Formation Advisory Committee, the Provincial Assistants for Pre-secondary and Secondary Education, directors of Jesuit spirituality and pastoral networks and apostolates, members of the Jesuit Global Network of Schools, and other strategic partners.

The Director is **responsible for other duties**, as required by the Executive Director

## Qualifications

The ideal candidate will possess the following:

- A master's degree in theology, divinity, pastoral counseling, or the equivalent.
- Experience as a Mission Formation Officer, or the equivalent.
- Experience of the Spiritual Exercises of Saint Ignatius Loyola.
- Understanding of the theology and practice of Spiritual Direction in the Ignatian tradition.
- Understanding of the Catholic theological tradition.
- Understanding of Ignatian spirituality.
- Understanding of the history and values of the Society of Jesus and of Jesuit education.
- A proven ability to lead and integrate Mission Formation related programming into school communities.
- An organized, articulate, collaborative, independent, and self-motivated leader.
- An active and practicing Catholic.

## Proficiencies

Microsoft 365 programs such as Word, Excel, Outlook, and PowerPoint.

## Position Type and Expected Hours of Work

Days and hours of work may be negotiable, however standard JSN office hours of Monday through Friday, 8:00 a.m. - 4:00 p.m. (Eastern), should be maintained. Qualified candidates may work remotely and therefore may reside outside the greater Washington, DC, metropolitan area.

## Confidentiality

The employee will perform services for JSN that may require JSN to disclose confidential and proprietary information ("Confidential Information") to Employee. Confidential Information is information and data of any kind concerning any matters affecting or relating to JSN, the business or operations of JSN, and/or the products, correspondence, plans, processes, or other data of JSN not generally known or available outside of the company. Workplace confidentiality requires that all employees hold employee, customer, and client information private.

## Supervision

The position does not have regular responsibility for supervising the work of others.

## Working Conditions

- Environment: in-person office and remote collaboration.
- Must be able to work weekday office hours with travel, weekend, or evening work when necessary.
- Full time, exempt position. (12 months per year)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position requires standing, walking, bending, kneeling, stooping, crouching, and climbing all day. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This job requires extensive use of a computer and other office machinery.

## ***Reports to the Executive Director***

## How to Apply

Please send a resume and cover letter indicating your interest in and qualifications for the position to:

Matt Couture, Chair  
JSN Mission Formation Officer Search Committee  
[UMIEducation@jesuits.org](mailto:UMIEducation@jesuits.org)

September 16, 2024 - Resumes and cover letters due to Matt Couture.

November 26, 2024 - Recommendations given to the Executive Director.

December 19, 2024 - Director named.

July 1, 2025 - Director begins.