



# DIRECTOR OF FIELD LEADERSHIP

## JOB DESCRIPTION

**Job Title:** Director of Field Leadership  
**Department:** National Office - Mission  
**Status:** Salaried, FLSA exempt, regular, full-time, non-MPD  
**Location:** On site at the National Office preferred  
**Reports To:** Vice President for Field Mission  
**Last Updated:** 05/01/2024

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## The Opportunity

The Director of Field Leadership is responsible for the oversight and accomplishment of SPO's core mission objectives in the field. The Director of Field Leadership is a member of SPO's mission leadership, and will work closely with other national leaders to guide the development of the field mission, including collaborating in areas outside of direct field mission oversight.

## Responsibilities

1. **Field Mission Supervision**
  - a. Responsible for supervision of Regional Directors (RDs) and interim regional leadership solutions with oversight of the health, sustainability, and growth of SPO's regions.
  - b. Provide support to accomplish organizational goals and objectives for the field mission of SPO.
  - c. Ensure RDs are performing their development and administrative responsibilities.
  - d. Manage quality of mission methods and outcomes in the field:
    - i. Proactively assess issues and implement solutions to challenges in the field.
    - ii. Execute ongoing training of field leaders, in collaboration with Director of Field Training.
    - iii. Set, track, report, and analyze mission quantitative and qualitative KPIs in order to increase mission effectiveness and growth.
    - iv. Develop and maintain scorecards that review metrics/goals/dashboard to ensure achieving goals for cross-functional areas of responsibility within regions
    - v. Ensure strong engagement and communication with regional leaders and local partners in collaboration with other departments.



- e. Cultivate strong local leadership pipeline to support the quality of the field mission and future expansion.
  - f. Cultivate expansion and groundswell opportunities in alignment with SPO field expansion and partnerships strategy.
  - g. Develop assessment process and growth standards to ensure quality of the field mission (in collaboration with the Director of Field Training and under the direction of the VP of Field Mission).
- 2. Team Leadership**
- a. Take the lead in fostering unity and vision across regions and the National Office.
  - b. Organize and galvanize the RDs as a team to optimize effectiveness and efficiency, ensuring clarity regarding roles and objectives.
  - c. Recruit, manage, and develop team members directly and indirectly through regular meetings, mentorship, training, feedback and accountability for results, managing derailers, and activating strengths.
  - d. Conduct performance reviews annually at a minimum.
  - e. Ensure strong communication and collaboration amongst the team and with key partners on staff (e.g., Director of Field Training, HR, the marketing team, the MPD team, finance, admin, dev, etc).
- 3. Mission Leadership**
- a. Ensure SPO is faithful to its charism and pursues its mission with zeal and prudence.
  - b. Set a strong example as a representative of SPO, both internally and externally.
  - c. Build a healthy and unified SPO culture through tone setting, communication, and collaboration.
  - d. Work closely with the mission leadership in strategic planning, including evaluation, and setting and pursuing annual and quarterly goals.
  - e. Collaborate with the mission leadership team in making key mission decisions.
  - f. Assist other departments with expertise as needed.

## Qualifications

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.*

- Self-starter with strong work ethic, able to take initiative and problem solve
- Humble team player who collaborates well with others
- Excellent relationship building skills and social intelligence
- Strong written and verbal communication
- Ability to think strategically and analytically, organize goals, prioritize, and deliver results
- Ability to motivate and manage team members with excellence
- Impeccable integrity, and ability to maintain confidentiality and professionalism
- Proficient in Microsoft Office and Google Suite
- Fluent in speaking, reading, and writing English
- Fully supportive of SPO's charism values, including committed to the work of evangelization, discipleship, and living in accordance with the mission and teachings of the Catholic Church



### **Education/Experience:**

- Bachelor's degree or equivalent experience.
- 5+ years experience in SPO's mission
  - Previous experience in the Regional Director, Mission Director, or Mission Supervisor role with SPO is preferred.

### **Other Knowledge, Skills, and Other Abilities:**

- Strong leadership and management experience preferred

## **Physical Demands**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, the employee is regularly required to stand, walk, hear, talk, sit, type, and drive.
- Physical demands of travel are occasionally required.

## **Work Environment**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The work environment for this position will operate in a variety of settings including working in an office at a computer and on the phone, attending office meetings, visiting the mission field, flying out of state, driving a vehicle, attending events, staying overnight on business trips, etc. Flexibility and creativity are essential to success in this kind of ever changing work environment.
- An employee of SPO is expected to conduct oneself with responsibility, integrity, accountability, and excellence. That means communicating effectively and appropriately and always finding a way to be productive. They are expected to serve, act, and speak like a professional. This means working and behaving in such a way that others experience them as competent, reliable and respectful.