



Director of Communications

SEARCH PROSPECTUS



SCHOOL SISTERS OF NOTRE DAME

ATLANTIC-MIDWEST PROVINCE - BALTIMORE, MD

atlanticmidwest.org

START DATE - IMMEDIATE OPENING



HISTORY

***"Do whatever
He tells you."
- John 2:5***

The School Sisters of Notre Dame (SSND) are members of an international congregation of women religious founded in Bavaria in 1833. The first sisters arrived in North America in 1847. The School Sisters of Notre Dame now live and minister in 28 countries on five continents and have their congregational headquarters in Rome, Italy. Their foundational document says,

"Our Mission is to proclaim the good news as School Sisters of Notre Dame, directing our entire lives toward that oneness for which Jesus Christ was sent. As He was sent to show the Father's love to the world, we are sent to make Christ visible by our very being, by sharing our love, faith, and hope."

— YOU ARE SENT, CONSTITUTION OF THE SCHOOL SISTERS OF NOTRE DAME

FAST FACTS



1,951

Sisters Comprising the
SSND International
Congregation



352

Sisters Comprising the
Atlantic-Midwest
Province



SSND is a Laudato Si
Congregation and a
Shalom Center
of Peace

TODAY

SSNDs of the Atlantic-Midwest Province express their mission of unity through education that enables persons to reach the fullness of their potential. Education of the whole person extends beyond the traditional school. SSND ministries focus on the needs of youth, women, and persons who are poor. As lifelong learners, SSNDs commit to their own education, advocacy, and action in response to urgent needs and critical global issues. They focus on addressing climate change, dismantling racism, ending human trafficking, promoting justice for immigrants, and supporting their partnerships in Haiti.

The Atlantic-Midwest Province is one unit in the international congregation of the SSND. School Sisters from this province live and minister in Canada, England, Italy, and the United States, with their administrative offices in Baltimore, MD.

School Sisters of Notre Dame are women of hope, committed to bringing Jesus' message of love and unity to the world. Their life in mission integrates prayer, community life, and ministry. Believing that their international presence gives them a unique global responsibility, they commit to actions that deepen their relationships of communion, wherever they are.



FAST FACTS



SSND Atlantic-Midwest
Province Locations:

United States

Connecticut
Florida
Illinois (North)
Kansas
Maryland
Massachusetts
New Jersey
New York
Pennsylvania
South Carolina

Canada

Alberta
British Columbia
Ontario

England

Italy

SSND is a non-governmental organization (NGO) accredited since 1994 by the United Nations Department of Global Communications (DGC) and accredited with special status by the United Nations Economic and Social Council (ECOSOC) since 1998.

MINISTRIES

Through the years, and especially today, many colleagues contribute to this sacred work of serving people living in poverty and on the margins, helping them further their education, find employment, and provide for themselves and their families. Sisters who ministered for many years as teachers, administrators, lawyers, accountants, nurses, therapists, social workers, pastoral ministers, social justice advocates, and more transition into volunteer service and full-time ministry of prayer and presence, still serving the needs of the people of God.

The SSND Atlantic-Midwest Province Department of Ministry Services ensures that ministries reflect the values and commitments of SSND, maintain its Catholic identity, aspire to high standards in service, administration and management, and create pathways for sustainability in the future.

Responding to the needs of the ever-changing global society, today's sisters in the Atlantic-Midwest Province witness to the unity of Christ's love to a broken world in a variety of ways.

On the next page are the Sponsored and Co-Sponsored ministries of the SSND in the Atlantic-Midwest Province.



Sponsored Ministries

The Academy of the Holy Angels: Founded 1879 – College preparatory (middle and high school) for young women in Demarest, NJ

Caroline Center: Founded 1996 – Job training and education center for women in Baltimore, MD

Caroline House: Founded 1995 – Language skills for immigrant women and programs for their pre-school children in Bridgeport, CT

Corazón a Corazón: Founded 2002 – Tutoring in English as a second language for women plus an after-school program for children in Chicago, IL

Notre Dame Learning Center: Founded 2004 - One-on-one tutoring in mathematics and language arts with children (grades 1-9) in Rochester, NY

Notre Dame of Maryland University: Founded 1895 – The SSND established the College of Notre Dame of Maryland as the first Catholic college for women in the United States to award the four-year baccalaureate degree. Today, NDMU offers undergraduate and graduate programs for women and men in Baltimore, MD

Notre Dame Preparatory School: Founded 1873 – College preparatory school (middle and high school) for young women in Baltimore, MD

SisterHouse: Founded 1991 – Temporary home for women seeking recovery from substance abuse in Oak Park, IL

School Sisters of Notre Dame Educational Center: Founded 2003 – Basic educational skills for immigrant and marginalized women in Southeast Queens, Jamaica, NY



Co-Sponsored Ministries

Sisters Academy of Baltimore: Founded 2003 – Middle school (grades 5-8) for economically disadvantaged girls in Baltimore, MD

Mother Seton Academy: Founded 1993 – Middle school (grades 6-8) for economically disadvantaged boys and girls in Baltimore, MD

Marian House: Founded 1982 – Residence and programs for homeless women and their children in Baltimore, MD



THE POSITION

Working in consultation with the provincial council, the Director of Communications fosters an understanding of the mission and spirit of the School Sisters of Notre Dame and generates support for the ministries of the province.

Among other responsibilities, the Director of Communications facilitates the development and implementation of the province communications strategy and counsels leadership on communications issues. S/he ensures effective coordination of internal communications intended to support the members of the province and leads outreach to the public to generate interest in SSND. S/he also collaborates internally and externally across the province and at the congregational/international levels to ensure that the SSND public image is accurately and consistently reflected.

This position is full-time, salaried/exempt, hybrid with a typical schedule of three days a week in the office. This position also requires some national and infrequent international travel to support provincial, collaborative or congregational activities.

ESSENTIAL POSITION RESPONSIBILITIES:

- Support the province governance mechanisms, ensuring production of the Assembly newsletters and timely sharing of information to sisters and assembly delegates.
- Enhance relevance and accessibility of information shared through weekly internal news, updates, intranet.
- Produces collateral for jubilee, holidays, and other celebrations in collaboration with council or council delegate.
- Proactively captures and shares information and stories about sisters' lives and ministries, associates, colleagues, sponsored ministries, and other partners in SSND mission.
- Ensures the production and timely dissemination of sisters' obituaries.
- Coordinates with the council, province departments, and SSND-sponsored ministries to ensure compelling and cohesive messages for external audiences.
- Supports the Province with news releases and coordination of crisis communications, as appropriate.
- Supervises the development of content, including writing, editing, and design of electronic and print publications, the website, and social media postings, and ensures the use of consistent format, tone, and style for all print and electronic communications as well as appeals letters from the Development department.
- Oversees the content and design of ads purchased by the province to promote the public image of SSND.



ESSENTIAL POSITION RESPONSIBILITIES, CONTINUED

- Supports the development of educational and formation materials in partnership with Associates, Justice, Peace, and Integrity of Creation (JPIC) and Ministry Services departments.
- Participates on the Collaborative Communications Committee; attends monthly video conferences and in-person meetings of SSND communicators; ensures that the Atlantic-Midwest Province is represented with stories in collaborative publications.
- Participates on the Congregational Communications Technology Team, attends video conferences and international in-person meetings, contributes to the publication of In Mission and other elements of the team's workload, and serves on work groups as needed.
- Implements the province, collaborative, and congregational plans in the context of a defined SSND public image and efforts to hold all in common.
- Supports province efforts to inform and engage sisters, associates, staff, and partners about congregation-wide communications through council and province assembly presentations, publications, and online presence.
- Develops and monitors department goals, tasks, and prioritization of efforts, ensuring quality and timely completion of projects.
- Prepares and monitors an annual budget for the communications department.
- Develops and implements plans and protocols to support coordination, review, and approval of content and copy.
- Participates in province meetings of department directors and staff.
- Maintains membership in appropriate professional organizations and keeps professionally updated.





EXPECTED QUALITIES AND CHARACTERISTICS

- Bachelor's degree in English, Journalism, Communications, or related field. Master's degree preferred.
- Experience working for a congregation of religious, faith-based organization, or NPO preferred.
- 3- 5 or more years senior professional communications experience.
- An openness to embrace the mission and charism of the School Sisters of Notre Dame, continue to uphold its tradition and mission into the future.
- Ability to understand and articulate the SSND mission to internal and external audiences.
- Passionate and approachable professional who is creative and reflective.
- Experience managing a team of communications professionals and multiple priorities.
- Exceptional verbal, written, communication skills.
- Strong organizational skills with high attention to detail and time management.
- Experience and ability in dialogue with internal collaborators to create print and electronic materials.
- Demonstrated collaboration, relationship-building, and personal skills.
- Demonstrated ability as an editor and experience working with a designer of publications (print and electronic).
- Ability to function as a professional in meeting the external communications needs of the province.
- Basic understanding of what constitutes a good story and proven track record of successful news placement in various media.
- Excellent computer skills required.
- Ability to travel internationally to support province and occasionally, collaborative, or congregational activities.
- Photography skills are a plus.

OPPORTUNITIES AND CHALLENGES

The next the Director of Communications for the SSND Atlantic-Midwest Province will develop, implement, and regularly assess a communications outreach plan to engage current and new audiences in the SSND mission. The candidate selected will develop and execute a media relations plan, including news releases where appropriate, for special province events. The selected candidate will strategically utilize analytics to ensure effectiveness and continuously improve the outreach and communications plan.

The Director of Communications will lead and strengthen the SSND Atlantic-Midwest communications team by identifying, utilizing, and developing their skills and ensuring appropriate information flow among the team and collaborators. The selected candidate will also increase collaboration with other provinces and within the congregation, including at the international level and with other religious communities.

This is an immediate opportunity. Candidates are expected to be available to assume the responsibilities of the position as soon as practical.





ABOUT THE AREA

Baltimore, Maryland, is a diverse and vibrant city that is rich in history, heritage, and culture. Located approximately 40 miles from Washington, DC, and approximately 100 miles from Philadelphia, PA, the city is home to some of the earliest National Register Historic Districts in the nation and has more statues and monuments per capita than any other city in the country.

Baltimore is the site of the nation's first diocese and archdiocese. Baltimore is also the location of the nation's first Catholic cathedral, America's first Catholic seminary, and was where the first native-born American saint, St. Elizabeth Ann Seton took her vows. It is also home to the first African American order of nuns, the Oblate Sisters of Providence, and the first African American Catholic Church, East Baltimore's St. Frances Xavier.

Baltimore is home to the professional sports teams the Baltimore Orioles (Major League Baseball) and the Baltimore Ravens (National Football League). The city boasts over 4,900 acres of parkland.

Music and performing arts venues in Baltimore include the Hippodrome Theater and Meyerhoff Symphony Hall. The internationally recognized Baltimore Symphony Orchestra performs more than 100 concerts a year. The city also boasts renowned institutions such as the Baltimore Museum of Art and the Walters Art Museum.

There are more than a dozen colleges in the Baltimore area, including, among others, Johns Hopkins University, Loyola University Maryland, St. Mary's Seminary and University, Notre Dame of Maryland University, the Peabody Conservatory, and the University of Maryland.

Baltimore was recently designated as a federal tech hub, as an area of high potential in the growing and quickly developing technology industry.

APPLICATION PROCEDURE

To apply, please submit the following four documents, confidentially, and as separate PDF attachments.

- Cover letter that aligns your experiences and skill sets with the current needs of the organization as you understand them.
- Current resume with all appropriate dates included.
- Samples of your recent work such as writing, social media or website work, designs, marketing campaigns, and/ or other communiques.
- List of five references to include names, relationships, phone numbers, and email addresses (No references will be contacted without your knowledge and approval.)

Please include "SSND the Director of Communications" in the subject field.



Assemble all of the application materials in one email to:

Shana Rossi, Partner
srossi@partnersinmission.com
Partners in Mission School Leadership Search Solutions, LLC
(302) 250-2119
www.partnersinmissionslss.com



Partners in Mission School Leadership Search Solutions is the retained search division of Partners in Mission, the nation's leading full-service consulting firm focused exclusively on developing excellence in Catholic school advancement and leadership. As partners among ourselves and with our client's missions, we value, understand, and embrace the importance of Catholic education in our personal and professional lives — and remain committed to ensuring its strength and vitality for years to come. Engaged by religious and school communities, boards, and dioceses, our team of dedicated search consultants have identified and secured mission-driven professionals to serve in a myriad of diverse Catholic school and diocesan leadership positions from Massachusetts to Hawaii.

WWW.PARTNERSINMISSIONSLSS.COM

Partners in Mission School Leadership Search Solutions
8 Nicklaus Way | Mashpee, MA 02649