



Job Description

Title	Director of Asociación de Hermanas Latinas Misioneras en América (AHLMA)
Department	Programs
Program	Asociación de Hermanas Latinas Misioneras en América (AHLMA)
Reports to	President
Location	3115 W. Ashby Pl., San Antonio, TX 78228
Work Schedule	M-F, 8 am – 5 pm
Position type	Full-time
FLSA Status	Exempt
Last Revision	January 15, 2025

Summary:

The Mexican American Catholic College (MACC) is partnering with Asociación de Hermanas Latinas Misioneras en América (AHLMA) to advance the association’s mission to create a network to support, accompany and empower Latina sisters in their ministry and service for consecrated life, for the Church and society in the United States. The Director of AHLMA reports to the President of MACC and is guided by the AHLMA Board of Directors to implement the overall, strategic plan of the Association. Key responsibilities include, but are not restricted to: 1) Administrative Leadership & Resource Development; 2) Membership Network and public relations; 3) Board and Strategic Planning, and; 4) Program Development and Implementation.

Position Responsibilities:

1. Administrative Leadership & Resource Development:

- *Serves as the primary representative and spokesperson for AHLMA.
- *Works closely with MACC’s Finance Director and AHLMA Board of Directors to oversee all aspects of budgeting, tracking expenses, and financial reporting.
- *Prepares periodic and annual reports on programs and financial matters.
- Works closely with Membership and Events Coordinator to update AHLMA’s database to include: program participants; members; superiors/provincials of religious congregations.
- *Develops funding proposals, case statements, and donor solicitations.
- *Supervises Membership and Events Coordinator, contractors, and volunteers
- Upholds the vision, mission and integrity of AHLMA

2. Membership Network and Public Relations:

- *Works closely with Membership and Events Coordinator on recruiting and retaining members.
- *Initiates and fosters effective relationships with congregational leaders (superiors), ecclesial associations, Bishops and diocesan leaders.
- Sends a quarterly newsletter to members, updates website, and effectively utilizes social media.
- Fosters and maintains contacts with media representatives.

- Implements a clear, overall marketing plan.
- *Represents AHLMA’s members at events and meetings.
- Works closely with Membership and Events Coordinator to convene Congregational leaders (Superiors) to update them and promote memberships.
- Responsible for all written communications to and from AHLMA.

3. Board of Directors and Strategic Planning:

- Leads the Board of Directors in strategic planning to refine the Association’s mission and collaboratively implements short- and long-term goals and objectives.
- Oversees periodic evaluation for continuous improvement.
- *Regularly reports to AHLMA Board of Directors and members on program statistics and goal attainment.
- Prepares agenda, Board of Directors packets, and keeps minutes of meetings.
- Communicates effectively with the Board of Directors and provides, in a timely and accurate manner, all information necessary for the Board of Directors to function properly and to make informed decisions.

4. Program Development and Implementation

- *Coordinates the planning, logistics, implementation, and evaluation of the Encuentros and all regular and special programming with the Membership and Events Coordinator.
- *Collaborates with MACC in the Archdiocese of San Antonio and other partners to develop short- and long-term programs that respond to the integral educational and formational needs of Spanish-speaking, immigrant Sisters.
- Continuously evaluates programs to ensure they respond to the signs of the times and the needs of the members.

Overall responsibilities:

- Adhering to safety training and protocols on a daily basis, and taking precautionary measure to ensure the safety and well-being of self, others.
- Responsible for protecting the confidentiality of any information or material obtained in the service with the organization to include but not limited to client names and information, services rendered to clients, donors names and gifts, internal and external investigations or results of any investigations, and financial information.
- Adherence to the Code of Conduct and the Faith and Moral Policy is mandatory.
- Every employee is required to take a solution-oriented approach in their interactions and undertakings, as well as being a team member that promotes collaboration and commitment to the Mission and Vision of the organization.
- Performs other duties as assigned.

Competencies

Competency	Description
Building Collaboration	Ability to develop, maintain and strengthen internal and/or external relationships in order to build momentum and accomplish set goals and/or the organization’s Mission.
Communication	Ability to effectively share information and ideas of various degree of difficulty and sensitivity through different means of communication and to diverse audiences. (Verbal and/or written)
Critical Thinking	Ability to actively and skillfully process and generate information and belief using a set of core skills – analysis, evaluation, inference, deductive reasoning, and inductive reasoning.
Customer Service	Ability to be attentive to the needs of internal and external customers and being able to find resolution within the parameters of set standards and messaging in a positive manner.
Solution Oriented	Ability to identify various challenges, think outside the box, be innovative, and formulate possible solutions.

Minimum Qualifications:

- Education
 - Bachelor’s degree in Pastoral Ministry or business-related field required: MA preferred.
- Experience
 - Minimum of 3 years’ experience in management including strategic planning, communication, outreach, and advocacy;
 - Collaborative Leader who can engage diverse volunteer and donor groups.
 - Biliteracy (Spanish-English) and intercultural competency;
 - A Religious Sister with perpetual vows for at least three (3) years preferred

Minimum Knowledge and Skills:

- Extensive working knowledge of Catholic vowed religious life, and Roman Catholic identity;
- Experience with computer software and social media (i.e., Microsoft Office software preferred);
- Must be detail oriented, organized, self-motivated, work well independently and on a team;
- Must have good critical thinking and problem solving, written and verbal skills;
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation;
- Action-oriented, adaptable, and innovative approach to business planning.

Travel Requirements:

Travel requirements for the position includes 5% local and 5% overnight.

Physical Requirements:

The position requires the following physical demands in the frequency noted.

C = Constantly (2/3 or more of the time)

O = Occasionally (Up to 1/3 of the time)

F = Frequently (From 1/3 to 2/3 of the time)

R = Rarely (less than on hour per week)

Physical Demands	Frequency	Physical Demands	Frequency
Lifting up to 10 pounds	O	Reach above shoulder height	R
Sitting	F	Reach below shoulder height	R
Walking	O	Driving	R
Running	R	Stooping	O
Standing	O	Pushing	R
Bending waist (forward or sideways)	R	Pulling	R
Balancing	R	Talking	F
Squatting	R	Hearing	F
Climbing	R	Crawling	R
Repetitive motions	R	Other:	