



Associate Director of Diocesan Relations

Job Description

JOB SUMMARY

The Associate Director of Diocesan Relations establishes and maintains relationships with Catholic (Arch)/dioceses, parishes, and organizations to further the mission, vision, and values of The National Partnership on Disability (NCPD). Following the example of Jesus, NCPD works with dioceses, parishes, ministers, and laity to promote the full and meaningful participation of persons with disabilities in the life of the Church.

REPORTING AND SUPERVISION

- The Associate Director of Diocesan Relations reports to the Executive Director.
- The Associate Director of Diocesan Relations is an individual contributor but collaborates and coordinates with other NCPD staff members and NCPD stakeholders.

DUTIES AND RESPONSIBILITIES

- Serves as the principal point of contact with diocesan leadership responsible for providing ministry with persons with disabilities in the U.S. Catholic (Arch)/dioceses; promotes Affiliate membership in NCPD.
- Acts as a trusted advisor to assist (Arch)/dioceses achieve fuller participation and a sense of belonging by persons with disabilities in the life of the Catholic Church.
- Promotes NCPD resources, knowledge, and experience in disability ministry to accompany ministry leaders in creating faith communities that welcome and appreciate the gifts of persons with disabilities.
- Offers presentations on best practices and strategies for systematic and sacramental catechesis for persons with disabilities.
- Collaborates with various USCCB offices (e.g., Cultural Diversity; Pro-life; Domestic Justice and Human Development) by serving on committees to help produce resources and offer presentations to educate the community (e.g., clergy, religious, lay ecclesial leaders, catechists) regarding participation of persons with disabilities in the full life of the Church.
- Collaborates with other national Catholic organizations and leaders to increase awareness of and a sense of belonging for the disability community (e.g., National Federation for Catholic Youth Ministry; Catholic publishers).
- Serves as a key internal and external spokesperson for NCPD.

- Initiates and leads efforts to enhance organizational visibility and awareness, including further relationship development with relevant partner organizations.
- Remains informed about needs pertinent to persons with disabilities to ensure NCPD's programs, services, resources, and outreach are relevant.
- Executes other duties as requested by the Executive Director.

REQUIRED SKILLS AND ABILITIES

- Strong verbal and written communications skills with the ability to develop and communicate the organization's mission, vision, and values.
- Familiarity with a wide spectrum of disabilities through personal or professional experience; experience in ministry with persons with disabilities preferred.
- A fundamental belief in the worth and dignity of all persons.
- Detail-oriented with excellent organizational skills, including the ability to manage multiple demands/projects simultaneously.
- Able to apply sound judgment, maintain the confidentiality of proprietary data, and conduct oneself with integrity and focus.
- Strong analytical and problem-solving skills.
- Willingness to travel in the U.S.
- Bilingual preferred; English/Spanish.

EDUCATION AND EXPERIENCE

- Bachelor's degree required in related field; Master's degree preferred.
- Three years' experience in a not-for-profit social/disability services organization; diocesan/parish pastoral ministry preferred.

PHYSICAL REQUIREMENTS

- Prolonged periods sitting/standing at a desk and working on a computer.
- Ability to lift 15 pounds.