Description:

Following from the National Vincentian Marian Youth Vision and Mission Statements, and in accord with the Statutes set forth by the International VMY, the National VMY Director develops National Service and Leadership programs for youth, creates Vincentian-Marian driven formation for grades K-12, and organizes National outreach programs for Regional groups and parish youth groups. These national programs bring together bishops, pastors, regional VMY leaders, as well as Vincentian and Daughters of Charity communities throughout the United States.

The National Executive Director is hired by the National Executive Board. The National Executive Director serves at the pleasure of the National Executive Board. The National Executive Director reports to the President of the Association of the Miraculous Medal.

VMY USA is affiliated with the Congregation of the Mission and the Daughters of Charity. VMY USA receives logistical/back office/financial support through the Association of the Miraculous Medal in Perryville, MO.

Initially, this is a part-time position; anticipated full-time within 2 years. Travel is expected.

The specific functions of the National Executive Director are to:

1. Convoke, at the request of the National President, the meetings of the National Council;
2. Work with the National Executive Board on the strategic plan for VMY USA;
3. Present an annual budget to the National Executive Board for its review and approval;
4. Serve as the chief staff member of VMY USA;
5. Represent VMY USA in the International and Local meetings and before civil authorities;
6. Maintain relations with the other groups of the Vincentian Family and other lay movements;
7. Plan his/her activities with the National Executive Board;
8. Report to and develop work plans with the Executive Director of AMM;
9. Communicate regularly with the Executive Director of the AMM;
10. Visit at least one VMY Region each year;
11. Serve as a delegate to the International General Assembly.

Specifically, the National Director handles:

* Formational Curriculum development for both Regional youth ministries and Elementary / Secondary schools throughout the US
* Development of Leadership for Youth programs at the National Level
* VMY-USA Website – Coordination with AMM on re-design, development, and updating of the website, information, materials.
* Out-reach to parishes and youth groups regarding adoption of VMY Youth program and/or involvement in National Events.
* Relationship building with AMM, Bishops, other church leaders, and potential donors
* Development of National Events and materials for these event
* Hiring and Training of Program Directors who operate National Events
* Development, organization and training of Regional VMY groups both to develop, educate and empower new groups.
* Grant development; in conjunction with the AMM
* Oversight of the pilot program initiated in 2013 with schools in the US
* Finances – Works directly with the AMM Financial Officer to coordinate payment of National level bills incurred, dues collection from Regional VMY groups
* Development and annual review and revision of Policy/Procedure Manual
* Advancement materials for appeals and other fundraising opportunities; in collaboration with the AMM
* Liability forms, media usage forms and other materials needed for participation in National programs. (Legal review will be required)
* Oversight of Regional VMY groups and programs
* On-going communications with
	+ VinFamily
	+ International VMY
	+ DC/CM, Five provincials and liaisons of provincials
	+ Existing local and regional VMY
	+ Future local and regional VMY
	+ Bishops, pastors, youth ministers

The above description covers the most significant duties performed, but does not exclude other work assignments not mentioned or requested by the Board, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.