

Associate Director: Management and Financial Resources

The Resource Center for Religious Institutes, Silver Spring, MD, is seeking a qualified individual to serve as Associate Director for RCRI who serves as a resource for management and financial issues affecting Catholic religious institutes/societies. The Associate Director advises and works with leadership and financial managers of institutes/societies; prepares written materials for RCRI publications; gives presentations at conferences, workshops and individual institutes/societies; and works collaboratively with other national organizations serving institutes and societies. Based upon experience, the Associate Director will assume management responsibilities within RCRI.

Qualifications:

- significant work experience with religious institutes/societies;
- degree in finance or accounting;
- preference for an MBA, CPA or other related advanced degree/certification;
- excellent written and oral communication skills;
- ability to research, synthesize and provide written communication to RCRI members on financial, accounting and management issues affecting religious institutes.

Salary: Commensurate with experience and the DC area.

Send letter of interest, resume, and 2 letters of reference to Daniel Ward, OSB, 8824 Cameron Street, Silver Spring, MD 20910

10/6/10