

Director of Formation

Applications Due: March 25, 2024



Position Overview

Dominican Veritas Ministries, Inc. (DVM) is seeking a Director of Formation to advance the organization's mission and vision. The Director of Formation assists the Executive Director to strengthen the Catholic ethos and Dominican charism of its sponsored ministries and an emerging network of elementary and secondary Dominican school educators, broadly. The ideal candidate brings a faithful commitment to Catholic, Dominican education, prior work experience in Catholic schools, an enthusiasm for an entrepreneurial, innovative work environment, and a professional disposition with excellent speaking and writing skills.

This is an exempt, full time, remote position, starting in late spring/early summer 2024.

About Dominican Veritas Ministries, Inc.

Dominican Veritas Ministries, Inc. is a non-profit, Catholic and Dominican organization, established in 2022 by five US Dominican Sister Congregations to be the canonical sponsor of an initial nine elementary and secondary Catholic schools. (Other schools will join DVM in the coming years.) DVM is responsible for the successful formation and governance of its sponsored ministries, supporting the elementary and secondary schools' commitment to furthering the Catholic identity and Dominican charism with which they were founded. These efforts are accomplished through in-person gatherings, relevant learning experiences, and dynamic collaboration across the entire DVM community.

Core responsibilities

Dominican Veritas Ministries invites an engaging, experienced, and creative professional to help develop signature faith formation programs and opportunities for elementary and secondary school educators. This position works in close partnership with the Executive Director of DVM to promote the primary identity of its education ministries as Catholic and Dominican. The main responsibilities of this position include:

- Develop and lead transformative faith formation programs for DVM sponsored schools and partnership schools within the US Dominican education family
- Assist sponsored schools with mission integration planning and praxis
- Visit sponsored schools to foster meaningful relationships and provide formation programming
- Nurture professional collaboration between DVM sponsored schools
- Support school faculty and staff uniquely responsible for promoting the faith and Dominican charism within the community (i.e. campus ministers, theology teachers, mission integration leaders)
- In collaboration, support schools' ongoing assessment of their Catholicity and Dominican values
- Be engaged, as a leader, with Catholic school formation work nationally
- Curate resources on Catholic education and Dominican charism for DVM sponsored schools and partnership schools within the US Dominican education family
- Support DVM hosted events, meetings, and programs

- Engage in professional development opportunities to stay informed and educated about best practices and current/emerging trends in faith formation, leadership, and technology
- Any other duties as assigned by the Executive Director

Professional Skills

In addition to fulfilling the particular duties listed above, the Director of Formation will be expected to bring the following professional qualities to the role:

- Organization–DVM is a remote operation and requires excellence in digital office management, including file storage and document sharing practices
- Communication–excellence in written and verbal formats
- Attention to detail–committed to doing things well in all work areas
- Problem solving–DVM is innovative and new and requires a “can-do” mindset
- Connection–DVM is a ministry that depends on strong relationships and community
- Timeliness–DVM supports other organizations in their commitment to excellence; being responsive to constituents’ timeframes helps promote the ministry
- Flexibility–DVM is new and evolving and sometimes requires an adaptive approach to completing tasks
- Technological competency–enthusiasm and commitment to working with current, new, and emerging technologies to support, communicate, and inspire
- Innovation–curiosity, openness and excitement for exploring and utilizing new approaches

Position Requirements

- Masters degree in theology or related field
- Minimum of 4+ years of teaching and/or leading faith formation education in a Catholic context
- Minimum of 2+ years experience working in a Catholic school
- Advanced skill with remote office productivity and collaboration software, including Google Workspace, Microsoft, Zoom
- Experience managing online educational platforms for collaboration and communication
- Experience developing budget proposals related to new programming
- Physical ability to lift 40 lbs
- Full time residence in the United States
- Frequent travel to DVM sponsored schools, conferences, meetings, etc

Compensation:

Commensurate with experience and level of qualification.

To apply:

Interested and qualified applicants are encouraged to submit the following materials to information@opveritas.org by March 25, 2024: a letter of interest, a CV or resume, a one-page statement on their philosophy of formation, three professional references that include their relationship to the applicant and contact information.