

OCTOBER 2026

Sisters of
Mercy



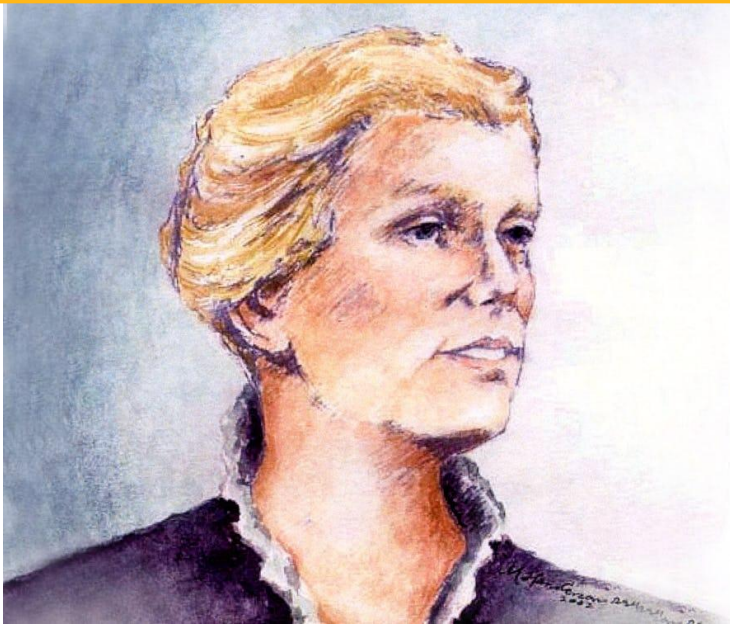
Hermanas de la
Misericordia



Executive Director, Institute Office of Association

Search conducted by:

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*... “Centered in God, for whom
alone we go forward or stay back.”*

Catherine McAuley

The Sisters of Mercy—an international community of Roman Catholic women—dedicate their lives to God through vows of poverty, chastity, obedience and service. For more than 190 years, motivated by the Gospel of Jesus and inspired by the spirit of their founder, Catherine McAuley, the Sisters of Mercy have responded to the changing needs of the times. With over 1,500 sisters in the Americas and a global network of sisters around the world, the Sisters of Mercy strive to make a difference in the lives of those in need in North, South and Central America, the Caribbean, Guam and the Philippines.

The Sisters of Mercy serve with more than 3,000 Mercy Associates, several Companions in Mercy, close to 1,100 Mercy Volunteer Corps alumni and thousands of co-workers in Mercy-sponsored programs and institutions – all sharing in the Mercy mission and following the example of Catherine McAuley. They sponsor and operate more than 160 service organizations in collaboration with tens of thousands of committed co-ministers, staff and volunteers.

MERCY ASSOCIATION

Mercy Associates are women and men who respond to the Gospel invitation of Jesus, and the example of Catherine McAuley, to minister to God’s children who are experiencing poverty, illness, or lack of education by living out the spiritual and corporal works of Mercy. These values are incorporated into their daily lives and share the unique mission of Mercy in their homes, workplaces, churches, and communities. While connected to the Sisters of Mercy, Associates come from many different faith traditions but are respectful of, and comfortable with, Christian symbolism and prayer.

Associates actively participate in the life of the Sisters of Mercy and share in the unique charism of the Institute, but do not take vows (poverty, chastity, obedience, and service) like the Sisters of Mercy do. Instead, they make a covenant (commitment) to be partners with the Sisters of Mercy and to share in their spiritual life and in their pledge of service to others and to the world. Associates work to extend the presence of Mercy to others through prayer, solidarity, and volunteer projects.



Mercy Associates at the Gathering of the Whole, St. Louis, Missouri, June 2026



For more information, please visit: <https://sistersofmercy.org/>

The Executive Director leads the Mercy Institute Office of Association, connecting and supporting over 3,000 covenanted associates across the Americas and Pacific. Responsibilities include budget management, policy development, strategic planning, leadership development, and supervision of staff. This role ensures alignment with Sisters of Mercy values and coordinates Institute-wide activities to support organizational goals effectively.

Reporting to the Institute COO, this full-time, exempt position has the option to partially telecommute (3 days/week in a Mercy office required).

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works in collaboration with the Institute Leadership Team (ILT) Liaison on mission initiatives and with the Institute COO on administrative activities/planning.
- Provides leadership for staff, local facilitators, and associates at-large.
- Oversees covenant renewal process to encourage ongoing mission commitment.
- Develops and maintains an overarching structure for Mercy Association which harmonizes regional and local activities.
- Ensures a dynamic and energizing invitation process to sustain and grow Mercy Associates.
- Maintains strategic vision/goals and assesses progress toward achieving annual objectives.
- At appropriate intervals, facilitates strategic planning process for Association to affirm/revise vision and to assess continued relevance of initiatives, effectiveness of leadership structures, appropriate covenant scope, and healthy growth of associate activities.
- Represents Mercy Association organizationally at local, national, and international levels.
- Manages the Association Manager, Association Coordinator and Communications Design Administrator.
- Directs and reviews daily workflow of centralized staff and decentralized volunteers.
- Oversees budget for Office of Association which includes detailed allocation for decentralized entities.
- Manages the overall budget process for local area association groups.
- Manages routine communication efforts for associates and sisters Institute-wide in multiple time zones in order to connect Association activities.
- Manages the Mercy Association website, publications, Intranet pages and Association Communication on a strategic and routine basis.
- Ensures that Catholic Social Teaching and Mercy heritage are incorporated into all Association activities and communications.
- Collaborates with Institute departments of Justice, Communications, Stewardship, Information Technology, Archives, New Membership, Mission Advancement, Mission Integration and Anti-Racism.
- Collaborates with Mercy Volunteer Corps (MVC).
- Demonstrates and role models the mission, vision, values, behaviors, practices, and ethos of the Sisters of Mercy of the Americas, specifically the Gospel of Jesus Christ, the Works of Mercy and the Critical Concerns.
- Personally connects to associates globally through extensive travel.

Department Head Responsibilities

- Plans, implements, coordinates, and directs Department level services for the Institute/SMA, Inc.; manages financial and physical resources in the process.
- Facilitates creation of a department strategic plan and ensures achievement of annual objectives; ensures the plan is updated at appropriate intervals.
- Leads transformation and innovation efforts for the department and related functions.
- Directly supervises and oversees the department functions and staff, including hiring, training, goal setting, professional development, and performance evaluation.
- With mission as the focal point, develops a strong sense of teamwork, mentoring, and mutual support among department staff.
- Ensures professional development of self and staff, including empowerment through delegated authority and department succession planning.
- Role models the values of the Sisters of Mercy; ensures mission formation for all members of the department.
- Promotes a culture of service excellence and hospitality throughout the department.
- Monitors department related performance through reports and metrics; develops department dashboard for key functions; actively implements corrective action as appropriate.
- Administers the day-to-day activities of the department either directly or through delegation; develops/maintains policies, procedures, and systems that ensure productive and efficient office operations.
- Prepares and manages the department budget (both capital and operating) and budgets for related locations, ensuring good stewardship of financial resources.

Continued

- Serves as a strong thought partner to senior administrative leadership, assisting with problem solving, project planning and management, and developing and executing stated goals and objectives.
- Assists administrative leadership with cross departmental projects, producing documents, reports, and presentations, as needed.
- Exercises independent judgment, initiative, and leadership to follow up on issues and concerns addressed to leadership and determines an appropriate course of action, referral, or response.
- Supports Institute-appointed committees, workgroups, and task forces, as directed.

QUALIFICATIONS

Education, Competencies and Experience

- Bachelor's degree or comparable and 5 -7 years relevant work experience
- Active Mercy Associate status (Associate status with another religious community will be considered)
- Ability to work independently and as part of a team
- Ability to cultivate effective working relationships within a broad range of people and cultures
- Strong self-motivation and sound decision-making skills
- Understanding and appreciation of the traditions and culture associated with the Sisters of Mercy and their associates
- Good interpersonal skills and ability to communicate effectively with various internal and external audiences.
- Strong organizational, business, governance structure, and management skills.
- Commitment to Mercy spirituality; familiarity with Catholic Church structures and teaching

Preferred Qualifications

- Master's degree in business administration, faith formation, organizational development, or subject matter related to the key job competencies
- Demonstrated leadership abilities in non-profits

- Develops infrastructure, analyzes current processes, and recommends and implements procedural or policy changes to improve operations.
- Actively communicates departmental strategy, activities, successes, concerns, and news to leadership and appropriate audiences.
- Other duties as requested.



Sisters of Mercy of the America has engaged EMA Partners Chicago/TEP to facilitate this search.

Richard D. Sbarbaro
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(708) 531-0100
www.ema-partners.com
www.trinityexecutivepartnership.com

Interested and qualified candidates should submit a cover letter and resume to:

info@trinityexecutivepartnership.com