



Allegany  
Franciscan  
Ministries

A Member of Trinity Health

Candidate Information Packet  
*Director,*  
*Climate Justice & Care for Creation*

May 29, 2024


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Allegany Franciscan Ministries, Palm Harbor, FL

**Position Announcement ~ May 29, 2024  
Director, Climate Justice & Care for Creation**

***Ready to use your skills and passion for the environment to collaborate with an amazing, mission-focused team? If so, join us! Allegany Franciscan Ministries is seeking a team member to provide comprehensive leadership to a new strategic priority, Climate Justice & Care for Creation.***



The *Director, Climate Justice & Care for Creation* is a new leadership role at Allegany Franciscan Ministries, responsible for the recently launched [Climate Justice & Care for Creation Initiative](#). The director will cultivate relationships, identify and create opportunities, develop strategies, and make investments that address the disproportionate impact of climate change on communities of color and other marginalized communities.

This full-time, exempt position reports to the President & CEO, and works closely with Allegany's eight-person staff team. The position is designed to be primarily remote, with an expectation to join the staff team in-person monthly, usually in Allegany's Palm Harbor office.

Allegany is a non-profit organization inspired by the [Franciscan Sisters of Allegany](#) and is a member of [Trinity Health](#). We award grants and build partnerships to achieve our vision that *"the communities we serve will become ever more just, equitable, and caring; everyone in our communities will be welcomed and have the resources to thrive"*. An understanding of the communities we serve – through professional or personal experience – is critical to this position's success.

Ideal candidates will connect deeply with Allegany's [mission, vision, and values](#). Team members at Allegany are characterized by integrity and caring, and are energized by a collaborative, shared leadership environment. A successful Director, Climate Justice & Care for Creation, will have expert level knowledge of climate change and the risks faced by low-income communities and communities of color because of existing economic, social, and health inequities. They will have strong conceptual, analytical, problem-solving, and independent thinking skills; they'll be nimble, resourceful, and responsible. Experience with non-profit or foundation/grant-making organizations is a plus.

The expected starting annual salary range for this position is \$90,000 to \$96,000. The position will remain open until filled.

**We welcome and encourage all qualified persons to apply.** Equal employment opportunities and having a diverse, welcoming, and inclusive staff team are foundational to Allegany Franciscan Ministries. Employment opportunities are based upon capabilities and qualifications without regard to status including race, color, religion, sex (including sexual orientation, gender identity, and gender expression), pregnancy, national origin, ancestry, age, physical or mental ability, marital status, genetic information, or military or veteran status, among others.

[APPLY HERE](#) through our parent company Trinity Health's application process.



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## TRINITY HEALTH POSITION DESCRIPTION

<b>Job Code:</b>	SO_T3256	<b>Title:</b>	Climate Justice & Care for Creation Manager (AFM: Director, Climate Justice & Care for Creation)
<b>Date:</b>	April 2024	<b>Department:</b>	Mission Health Ministry, Allegany Franciscan Ministries
<b>FLSA:</b>	Exempt	<b>Reports To:</b>	President & CEO, Allegany Franciscan Ministries
<b>Grade:</b>	13	<b>Approved By:</b>	President & CEO, Allegany Franciscan Ministries.

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### POSITION PURPOSE

Together with all Allegany Franciscan Ministries colleagues, the Director, Climate Justice & Care for Creation supports and promotes the mission, activities, and organizational culture of Allegany Franciscan Ministries. Responsible for strategic planning, managing critical partnerships, and representing Allegany throughout the state and nationally. Oversees grant making processes and recommendations for the Climate Justice & Care for Creation Initiative, one of Allegany's key strategic priorities. Responsible for cultivating relationships with and communication to a variety of stakeholders, to identify and create opportunities, develop strategies, and make investments that address the disproportionate impact of climate change on communities of color and other marginalized communities, and lead to healthier, safer, and more connected communities.

### ESSENTIAL FUNCTIONS

#### Leadership, Knowledge, and Planning Functions

1. Understands, incorporates, and demonstrates the Trinity Health and Allegany Franciscan Ministries' Mission, Vision, and Values in behaviors, practices, and decisions.
2. Has expert level knowledge of climate change and the risks faced by low-income communities and communities of color because of existing economic, social, and health inequities. Shares knowledge, develops concepts, and presents recommendations for action including course correction with the board of directors and staff team.
3. Completes an annual planning process, which includes a review of goals, priorities, and opportunities, and develops short and long-term strategies. Communicates and engages the community and stakeholders to implement regional and community strategies.
4. Researches existing programs and initiatives, including evidence-based and informed practices, to determine their effectiveness and their relevancy and applicability to local conditions and Allegany

Franciscan Ministries. Advises the Allegany CEO, board of directors, and relevant board or community committees regarding local assets, needs, challenges and potential Allegany activities and interventions.

5. Cultivates relationships and collaborates with other foundations, diverse stakeholder entities, government entities, businesses, and community-based organizations to develop potential partnerships or activities to further the mission of Allegany and the Initiative.
6. Provides leadership to the philanthropic and nonprofit sector regionally, statewide, and nationally by participating in or leading efforts that create greater opportunities for communities served, including leading trainings and presentations. Promotes Allegany at all levels. Identifies and solicits co-funders and funding partners.
7. Initiates, leads, and guides Climate Justice & Care for Creation Committee meetings, communicating regularly with the committee, developing support materials and meeting documentation, and follow up.

### **Grantmaking, Human & Social Capital Investment Functions**

8. Designs and manages the investment of human, social, and financial capital in support of Initiative goals; actively leads or supports the planning and implementation of select interventions including policy, education, and advocacy. Collaborates with members of the staff team in implementation of specific grant programs.
9. Provides leadership and oversight for grant making procedures for the Initiative. Reviews and follows up on grant applications submitted. Makes funding recommendations. Negotiates funding agreements and contracts for the Initiative; monitors active investments. Maintains regular communication with grant partners.
10. Collaborates with staff team in identifying and developing partnerships, including opportunities for other grant programs. Develops grant and investment opportunities as appropriate outside of the open or competitive grant cycles, and presents these initiatives to the appropriate committee, the CEO, or board of directors.
11. Utilizes Allegany's approved evaluation process with all funded projects. Manages relationship and partners closely with external evaluation consulting team for the Initiative. Supports grant partners in the development of evaluation systems, specific outcomes, and metrics to measure success of funded programs or initiatives.
12. Collaborates with team in planning, supporting, and implementing regional and statewide convenings of grant partners, designs, launches, and leads a Climate Justice Community of Practice. Is aware of and utilizes existing and emerging technology resources to build connections among partners.

### **Administrative & Operational Functions**

13. Maintains a real-time understanding of the Climate Justice & Care for Creation Grants Budget and total investments made; recommends grant budget needs for 18-month rolling forecast. Works proactively with other members of the staff team to produce accurate monthly statements and other reports.
14. Actively and consistently uses the central grant database to manage and track information about grants and investments.
15. Identifies opportunities to engage external expertise and manages consulting relationships.
16. Regularly communicates with the President & CEO about activities and progress toward goals.

17. Participates with staff team in ongoing organizational communication and strategic planning, providing thought leadership and experience to improve the organization's outcomes.
18. Provides content and updates to promote Allegany and its partners through social media, newsletters, and other communications.
19. Other duties as needed and assigned by the CEO.
20. Maintains a working knowledge of applicable Federal, State, and local laws/regulations, Trinity Health's Organizational Integrity and Compliance Program and Code of Conduct, as well as other policies and procedures in order to ensure adherence in a manner that reflects honest, ethical, and professional behavior.

## **MINIMUM QUALIFICATIONS**

1. Comprehensive knowledge of both grant making and community leadership, as normally obtained minimum five (5) to seven (7) years' experience in nonprofit or philanthropic setting, with management and community leadership responsibilities.
2. Ability to think and process strategically, design solutions and articulate plans, as normally obtained through a Bachelors' degree in social work, nonprofit management, public health, or related fields. Master's degree in related field preferred.
3. Superior oral and written communication skills: articulate communicator and active listener; understanding and responding effectively with consummate professionalism at all levels.
4. Ability to lead successful consensus building efforts, and to facilitate and guide decision-making processes that engage multiple stakeholders and empower those most affected by the decisions in the community.
5. High degree of independent judgment, discretion and confidentiality. Ability to work independently with minimal supervision.
6. Ability to anticipate, develop, implement, and manage multiple projects and initiatives concurrently.
7. Demonstrated success in operating in a collaborative, shared leadership environment.
8. A personal presence characterized by honesty, integrity, and caring; able to inspire and motivate others to promote the philosophy, mission, vision, goals, and values of Trinity Health.

## **PHYSICAL AND MENTAL REQUIREMENTS AND WORKING CONDITIONS**

1. Must be able to set and organize own work priorities, and adapt to changing priorities. Must be able to work concurrently on a variety of tasks/projects in an environment that may be stressful with individuals having diverse personalities and work styles.
2. Must be able to travel to and within the various communities served by Allegany Franciscan Ministries in Florida.
3. Must possess the ability to comply with Trinity Health policies and procedures.
4. Must be able to communicate frequently, in person, videoconference, and telephone, with people in multiple locations.

5. Allegany Franciscan Ministries operates as a distributed work force with one central office. Must be able to work remotely. Must be able to work a hybrid schedule consisting of a remote and in-person mutually agreed-upon schedule.

**Compensation:**

The expected starting annual salary for this position is between \$90,000 and \$96,000.

*The above statements are intended to describe the general nature and level of work being performed by persons assigned to this classification. They are not to be construed as an exhaustive list of duties so assigned.*

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**Allegany Franciscan Ministries**  
**Director, Climate Justice & Care for Creation**  
**Summary of Benefits** (updated 5/29/24)

Note: This listing of benefits is intended to provide a summary of available benefits and does not constitute a guarantee. In addition, benefits as set by Trinity Health may change especially during renewal periods. Specific information regarding benefits will be provided by Trinity Health Human Resources later in the process.

- The position is designed to be primarily remote with an expectation that the incumbent join the rest of the staff team in-person on a monthly basis. The position may be hybrid if desired, with an office location based at Allegany Franciscan Ministries' Palm Harbor office (33920 US Highway 19 N, Suite 269, Palm Harbor, FL).
- Comfortable and generally quiet office environment including shared office space.
- Hours 8 am – 5 pm; flexibility is possible. Evenings and weekend work requirements are rare. Significant autonomy in workday including time for family or other commitments.
- Safe environment: all colleagues are required to be vaccinated against influenza and COVID-19; additional protocols are employed for the safety and wellness of colleagues, volunteers, and partners.
- While we are an organization of eight colleagues, we are a member of a much larger national organization, Trinity Health, which provides large-scale services and expertise.
- Health care benefits through Blue Cross Blue Shield of Michigan – colleague may select level of service. Includes family. Allegany Franciscan Ministries currently covers approximately 70% of insurance cost.
- Dental insurance through Delta Dental for colleague & dependents – Allegany covers approximately half of insurance expense.
- Vision insurance through United Health Care available for colleague to purchase for self and dependents.
- Basic life insurance and AD&D at 1x salary is provided at no cost to colleague; voluntary supplemental life insurance for colleague or partner/children may be purchased.
- Short- and Long-Term Disability Insurance.
- Matched 403(b) retirement savings plan through Fidelity.
- Healthcare and Dependent Care FSAs available.
- EAP/Mental Health and Wellbeing through Spring Health.
- PTO plus 7 paid holidays and 1 floating holiday. \*Note this is an exempt position.
- A commitment to continued professional development, networking, and learning opportunities.
- An amazing staff team with excellent leadership and an engaged board of directors working together.



**Allegany Franciscan Ministries**  
**Director, Climate Justice & Care for Creation**  
**Recruitment & Hiring Process** – (updated 5/29/24)

*This position is new; Allegany Franciscan Ministries will move expeditiously to identify a new team member. A second new position (Director, Communications, Connections, and Outreach) is also being recruited.*

All activities will be ongoing until the position is filled. Interviews are meant to be dynamic, providing both Allegany Franciscan Ministries and the candidate with opportunities to share and to learn.

- Late may/June: Position posted on Allegany website & social media including in specific Facebook groups, Florida Philanthropic Network, PEAK, various industry job boards, Trinity Health.
- Applications are submitted through Trinity Health ([link HERE](#))
- Eileen Coogan (CEO) reviews applications, selects candidates for initial interview. Stephen Goodell (Grants & Administrative Services Coordinator) schedules 30-minute Zoom interviews.
- Email communication sent to applicants not selected for interview every two weeks.
- Eileen communicates with candidates after the first interview, sets up 2<sup>nd</sup> one-hour interview or declines further review.
- 2nd round Zoom interviews, Eileen (may be joined by Faith Pullen, VP of Operations).
- Final in-person interview top candidate(s) – may include meeting with other members of staff team.
- Eileen selects final candidate; Trinity Health begins reference checks, background & drug screens.
- Trinity Health/Eileen extend offer.