



Chief of Staff

St. Anthony Shrine

Boston, MA | Spring 2021

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BOSTON | NEW YORK

About St. Anthony Shrine

St. Anthony Shrine (the Shrine) is a center for Roman Catholic ministry in Boston, MA, directed by the Franciscan friars of Holy Name Province.

The doors of the Shrine boldly proclaim ‘All Are Welcome’, reminding all of the central focus of the Shrine’s ministry that has remained constant for over 70 years: providing a convenient and prayerful setting for people desiring to praise and worship. The Shrine currently offers 12 weekend and 27 weekday Masses. Inspired by the enduring legacy of St. Francis of Assisi, the friars and the lay people of the Shrine strive to live out the Gospel of Jesus Christ with all people, by caring for our brothers and sisters, especially those most in need. In preaching, prayers, adult formation, and spiritual counseling, the Shrine fosters Christian discipleship “in the marketplace” by reaching out and welcoming people to deepen their relationship with God and with one another.

In addition to the weekend and weekday Masses, the Shrine has over 20 outreach and evangelical ministries, managed and supported by 27 Friars and 35 lay staff members. These include:



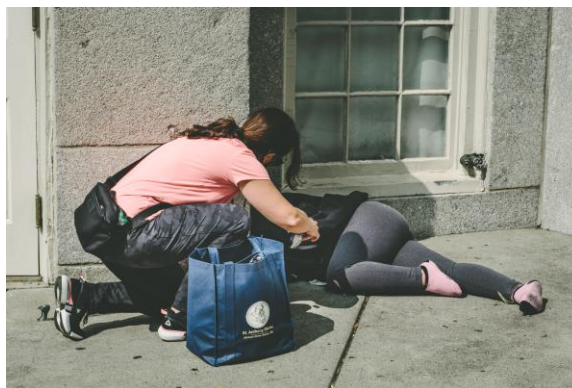
- **The St. Anthony Counseling Service:** Counseling services focused on psychotherapy for people experiencing anxiety, depression, loss, addiction, family crisis and other mental health and emotional issues. St. Anthony’s offers therapy through couples counseling, family counseling, individual counseling, and Eye Movement Desensitization and Reprocessing (EMDR) – an extensively researched and proven effective integrative psychotherapy approach for the treatment of any kind of trauma.
- **The Lazarus Ministry:** Providing proper and dignified burials and funerals for those who die homeless, abandoned, or with no known next-of-kin. The Lazarus Ministry does not discriminate and has served many people of different religions, recent immigrants to the United States, and homeless veterans.
- **The Franciscan Food Center:** The Center feeds people who are hungry by providing high-quality and nutritious food in a client-choice setting and creating a community in an environment of dignity, compassion, and respect.
- **The Father Mychal Judge Recovery Center:** A substance abuse counseling and retreat ministry for individuals and families as they journey toward recovery from addiction. The Center offers individual or group substance abuse counselling, and also offers pastoral support and assistance for individuals seeking to complete Fifth Step work. There are also recovery retreats for 12 Step groups covering various topics including recovery spirituality, mindful meditation, and relapse.
- **Gay, Lesbian, Bi-Sexual, Transgendered & Questioning (GLBTQ) Spiritual Ministry:** A community of faith where GLBTQ Catholics, as well as their family and friends, can explore and express their Catholic spirituality and grow in hope with one another. The Ministry includes monthly meetings along with scheduled days/evenings of prayer and reflection, social events, and guest presenters.
- **Women’s Clinic:** In partnership with the Boston Health Care for the Homeless Program and supported by the Cummings Foundation, the Clinic serves the complex health care needs of homeless women in Downtown Boston. The Clinic is staffed by a nurse practitioner, a registered nurse, and a licensed drug and alcohol counselor.

In keeping with the Franciscan spirit of meeting the needs of all people, the Shrine has emerging programs that serve current needs of the community, including an outreach program working with both the Black Lives Matter movement and the Boston Police Department to combat racism.

Employees of St. Anthony Shrine share and embody the Franciscan values of service, humility, peacemaking, contemplation, and collegiality in the workplace.

About the Position

St. Anthony Shrine seeks a Chief of Staff who will work closely with the Executive Director as an advisor, manager, strategic partner, problem solver and cross-departmental communicator. An adept project manager and systems thinker, the Chief of Staff will create and implement policies and systems that support a culture of data-driven decision making and collaboration across the organization. The Chief of Staff will also serve as a resource across all departments of the organizations, acting as a liaison between the ED and staff as well as an advisor on projects and initiatives.



Key Responsibilities

Systems Management

- Create and implement a comprehensive internal reporting system for the Shrine
- Coordinate training for staff on the use and importance of the internal reporting system
- Facilitate communication across departments, establishing a proactive information sharing culture throughout the organization
- Create and implement systems for developing, monitoring, and learning from metrics in support of organizational decision-making
- Review and provide input on regular reports from staff and departments, acting to ensure efficiency, harmony and good workflow
- Inform the ED of progress and potential issues

Project Management

- Create and oversee a project management system, ensuring that projects continue to progress on schedule
- Provide oversight of cross-departmental projects, providing project planning and management best practices and advice
- Bring together multiple stakeholders and help drive decisions
- Provide ad-hoc analysis and decision support

Executive Director Support

- Work to solve problems, mediate disputes, and deal with issues across the organization
- Respond on behalf of the ED to issues that arise, both internal and external

- Maintain continuous lines of communication, keeping the ED informed of all critical issues
- Monitor and advise on staff expansion, contraction, or reassignment of responsibilities for maximum organizational benefit.
- Disseminate information and communicate ideas on behalf of the ED

Key Qualifications

- Established organizational leader with 5+ years of experience in administration or operations
- Proven experience managing cross-departmental projects
- Proven experience implementing systems and policies across organizations
- Acumen, finesse, and flexibility to manage complex situations and multiple responsibilities, balancing long term timelines with urgency of immediate demands
- Strategic, data-driven and analytical in approach to problem solving and decision-making
- Ability to build strong, sustainable, and collaborative relationships and networks
- Exceptional judgement and communications skills
- Interest in the mission of St. Anthony Shrine, with experience in faith-based organizations of added value
- Familiarity with organizational planning

All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.

Please email your cover letter and resume in confidence to: st.anthony@developmentguild.com

For more information, please visit www.developmentguild.com.

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For more information about St. Anthony Shrine, please visit www.stanthonyshrine.org

About Development Guild DDI

For 40 years, Development Guild DDI has consulted to leaders across the nonprofit spectrum. With offices in Boston and New York, we have successfully collaborated with more than 650 clients nationwide in the sectors of health & science, education, environment, the arts, and social justice. We are experts in executive search and fundraising and are at the forefront of delivering best practice in these services.

With each engagement, we work in teams tailored to a client's particular needs, providing sector-specific intelligence, cross-sector insight, and hands-on functional expertise. We combine our perspective on nonprofit leadership with our knowledge and experience in both fundraising and executive search. This distinct perspective enables us to deliver the most strategic and measurable impact.

