

EXECUTIVE DIRECTOR

ASSOCIATION OF MARIANIST UNIVERSITIES (AMU)

Position Title: Executive Director, AMU
Reports To: AMU Board of Directors

The mission of the Association of Marianist Universities is to support, promote and advance Marianist higher education. AMU seeks to achieve its mission by fostering formation in the Catholic and Marianist educational traditions at its three member institutions – Chaminade University, St. Mary’s University and the University of Dayton. AMU represents Marianist higher education at the national and international levels. The Association promotes cooperation, collaboration and the exchange of experience and information among its member institutions so that they can better achieve their missions and enable them to be leaders in American and Catholic higher education.

The Executive Director reports to AMU’s Board of Directors, whose membership includes the three university presidents their vice presidents for mission, and the Provincial Assistant for Education, Marianist Province of the United States. The Executive Director works with this Board and the Marianist universities to advance AMU’s mission of formation and collaboration and the three universities’ Catholic and Marianist educational missions.

The Executive Director’s responsibilities include those stated below.

I. Formation, Collaboration and Information Development and Exchange

- To develop and implement formational programs at the Marianist universities, which promote the mission and vision of the AMU
- To work with the presidents and mission officers to assess and support the development of the Marianist Education Associates (MEAs), primarily with regard to the following:
 - Shaping and coordinating initial and advanced formation programs for the MEA membership.
 - Visiting each campus (at least annually) to meet with MEA leadership and members.
 - In collaboration with campus leadership, supporting MEAs in their initiatives to provide their campus communities with educational and formational opportunities on Catholic and Marianist education and the Marianist Charism
- To develop and manage the AMU Website
- To publish and distribute periodically the AMU Newsletter
- To develop web-based resources on Catholic Intellectual Tradition, Catholic Social Teaching, the Marianist Charism and Spirituality, and Catholic and Marianist traditions of higher education
- To develop themes and coordinate plans for periodic symposia or meetings involving the Marianist universities
- To initiate and plan programs that bring together faculty and staff from the three universities who share the same professional roles on their campuses
- To periodically review and update as needed the *Characteristics of Marianist Universities*

II. General Administrative Responsibilities

- Together with the Board, to develop an AMU strategic plan and to oversee and implement a year-by-year implementation plan
- To prepare the annual budget and report periodically to the Board on the status of the budget
- To manage the financial resources of the AMU and to negotiate with the host university for financial services to support AMU accounting and purchasing
- To establish and coordinate the functioning of committees created by the Board and to participate in committee meetings as requested by committee chairs
- To represent the AMU with the Association of Catholic Colleges and Universities (ACCU) and other national or international educational associations
- To coordinate efforts with the Assistant for Education of the Marianist Province of the United States
 - Communicating regularly with the Province about AMU activities
 - Coordinating and collaborating with other ministries
- To oversee the operation of the AMU office, including the hiring and supervision of a half-time assistant, who serves as the Secretary of the AMU

III. Responsibilities for Board Meetings

- To work with the Board Chair to prepare for three AMU board meetings. This includes preparing the agenda and disseminating board meeting materials to the members.
- To take and edit minutes of the Board meetings
- To coordinate follow-up on Board decisions

IV. Education and Experience Requirements

- Masters or terminal degree
- Practicing Roman Catholic
- Understanding of and experience with Catholic Intellectual Tradition, Catholic Social Teaching, Marianist Charism and Spirituality, and Catholic and Marianist educational tradition
- Experience at one of Marianist universities preferred

Deadline for applications and nominations is January 15, 2025

Candidate should provide a curriculum vitae, cover letter and references.

Applicant materials and candidate nominations may be submitted by mail or email (identified as “Executive Director of AMU”) to:

President Lynn Babington, AMU Chair
 Chaminade University of Honolulu
 3140 Waialae Avenue
 Honolulu, Hawaii 96816