

**JOB DESCRIPTION  
EXECUTIVE DIRECTOR  
SOUTH DAKOTA CATHOLIC CONFERENCE**

**GENERAL RESPONSIBILITIES:**

The Executive Director develops and implements the mission of the South Dakota Catholic Conference (SDCC) as determined by the Bishop of Rapid City and the Bishop of Sioux Falls and its Board as constituted in its by-laws.

The Executive Director monitors, informs and advises the bishops of South Dakota on public policy issues being considered in the legislative, executive and judicial branches of the state and federal governments, and represents the bishops in advocating for Church teachings in all appropriate forums.

The Executive Director oversees educational and public communications related to SDCC's priority issues; develops and oversees parish advocacy opportunities, and oversees the Catholic Advocacy Network .

**SPECIFIC DUTIES:**

**Government Relations**

- Direct legislative lobbying activities
- Monitor state and in conjunction with the United States Conference of Catholic Bishops (USCCB) federal public policy (legislative, administrative, judicial)
- Review, analyze and help draft legislation
- Lobby state and federal legislators and policy makers in government agencies on matters as determined by the SDCC board
- Oversee development of policy briefs and Bishops' statements
- Inform the SDCC board on legislative activities and actions
- Assure compliance with all relevant state laws

**Administration**

- Oversee budget and manage day to day business operations
- Consult with SDCC Board through regular meetings and communication
- Oversee preparation of agendas, budget reports, and minutes for board meetings
- Develop and recommend annual budget to the board

**Communications and Education**

- Develop and oversee communication and educational efforts including all publications, website postings, social media and mailings
- Speak on behalf of SDCC with Catholic and secular media
- Offer presentations to parishes, diocesan groups, and other organizations on the functioning of the SDCC and Catholic social teaching
- Performs other duties and assumes responsibilities as assigned

## **PERSONAL SKILLS AND REQUIREMENTS**

- Active practicing Roman Catholic in full communion with the Church.
- Knowledge of, and commitment to the principles of Catholic social teaching
- Possess the highest standards of ethics and integrity
- Knowledge of the Legislature's lawmaking process
- Knowledge of state agency regulation making process
- Research and analysis skills
- Strong interpersonal skills and demonstrated ability to work well with others
- Master's degree or equivalent preferred
- Experience in public policy, lobbying or related fields preferred