

Job Announcement, Feb 2, 2026

Job Opening: Executive Director

Catholic Theological Society of America (CTSA)

The Catholic Theological Society of America (CTSA) seeks an experienced and mission-driven **Executive Director** to serve as the Society's chief administrative officer. Appointed by and reporting to the Board of Directors, the Executive Director provides leadership for the day-to-day operations, business management, and long-term sustainability of the Society, including oversight of the logistics and execution of the annual convention.

This position plays a critical role in advancing CTSA's mission in service of Catholic theological scholarship and education.

Core Responsibilities

Organizational Management

- Oversee daily administrative operations and the long-term business affairs of the Society in alignment with its stated purposes and strategic goals.
- Ensure effective coordination of staff, contractors, and volunteers supporting CTSA programs and initiatives.

Legal and Financial Authority

- Act with authority granted by the Board of Directors to enter into contracts and conduct business on behalf of the Society.
- Support sound financial management, budgeting, and fiscal oversight in collaboration with the Board.

Board Collaboration and Support

- Work closely with the Board of Directors to implement policies, directives, and strategic priorities.
- Support governance processes and ensure organizational alignment with CTSA's mission and values.

Communications and Editorial Oversight

- Manage day-to-day communications with CTSA officers, current and prospective members, contractors, and other constituencies.
- Jointly manage the public CTSA Newsfeed with the Vice President, ensuring all content adheres to the CTSA Statement on Professional Behavior.

Exercise editorial authority over official communication platforms on behalf of the Society and the Board, including formal communications, social media, and message boards

Annual Convention Oversight

- Take primary administrative and logistical leadership in the planning and execution of CTSA's annual June convention.

Key Qualifications

- Demonstrated familiarity with and commitment to Catholic higher education and theological inquiry, and willingness to support the mission of the Church.
- Strong interpersonal and communication skills, including the capacity to maintain clear lines of communication with the Board, and sensitivity to ecclesial, ecumenical, and interreligious relationships.
- Proven competence in organizational leadership, strategic planning, and financial oversight.
- Experience with conference planning (including contract negotiations with venues and service providers), logistics, and volunteer management.
- Experience with website management.
- Ability to manage complex operations and work effectively with diverse constituencies.
- Ability to lend assistance to development and fundraising initiatives.
- Capacity to engage thoughtfully with theologians, to mentor members as appropriate, and to address issues related to academic scholarship and professional life, and CTSA policies and procedures.

Professional Standards and Values

The Executive Director is expected to uphold and promote the **CTSA Statement on Professional Behavior** and to foster a culture of **inclusive excellence**, valuing diversity, equity, and respectful engagement within the theological community.

Additional Details

- This is a full-time position, with benefits. Compensation range, depending upon qualifications and experience: \$68,000 - \$80,000.
- Work duties can be performed remotely, offering flexibility and convenience. However, some travel and in-person tasks are essential, especially for preparations and activities related to the annual convention.