



Chief Operating Officer

**Position Profile
March-April 2025**

The Pontifical Mission Societies USA

Executive Summary

"The Pontifical Mission Societies serve the Church's universality as a global network of support for the Pope in his missionary commitment by prayer, the soul of mission, and charitable offerings from Christians throughout the world."

POPE FRANCIS



The Pontifical Mission Societies in the USA (TPMS) exists to support the Church's missionary efforts in 1,124 dioceses across the world that are too young, too small or too poor to sustainably support their churches and to form priests and religious on their own.

Post-pandemic, TPMS has hired dozens of new team members and grown its activities to continue to provide a significant percentage of funds to support the Pope's missionary priorities. The TPMS Board recently appointed Msgr. Roger J. Landry to the role of National Director with the goal that, through presentations across the US and via regular media appearances, that Catholics will be inspired to pray for and financially support the pontifical missions at increased levels.

Due to Msgr. Landry's expected travel, and because of the increased level of activity across all its departments, TPMS US has decided to hire its first Chief Operating Officer (COO) to oversee daily operations, the implementation of strategic priorities and to ensure good coordination of all its activities.

Given that most of the TPMS staff work out of its Saint Petersburg office, the COO is expected to either live in Saint Petersburg or to travel to the office weekly to work with the staff there.

COMPENSATION & BENEFITS. The COO will have a competitive salary, commensurate with experience. Benefits include medical, dental, vision and prescription drug coverage as well as a 403(b) retirement plan and employer match, with generous paid time off.



Position Profile

The Chief Operating Officer (COO) of The Pontifical Missions Societies USA (TPMS) serves as a key executive leader responsible for the effective operational management of TPMS in alignment with its Catholic mission and the vision communicated by its National Director (CEO) and Board.

This is a new position intended to increase the organization's impact and coordination. The COO will allow the National Director to prioritize relationships with diocesan bishops, benefactors, and other stakeholders and accept media and speaking opportunities in order to increase awareness and foster greater participation in the financial and prayerful support of the missions (i.e. the 1,124 dioceses and missionary territories throughout the world where the Church is too new, too small or too poor to sustain themselves).

The COO reports to the National Director and has six direct reports: Chief Financial Officer, VP of Advancement & Development, VP of Communications & Marketing, VP of Information Technology, VP of Regions (Diocesan Relations) and Director of Human Resources. Overall, TPMS has 25+ team members.

The COO must work principally in either of TPMS' offices: St. Petersburg, FL (preferred) or New York City. If based out of New York, time each week in the St. Petersburg office would be required. Some travel (including international) is required.





Core Responsibilities

Mission Integration, Strategic Planning & Goal Setting

- Serve as a strategic partner to the National Director (ND) and support the ND's strategic vision
- Translate the ND's vision into actionable operational initiatives
- Ensure operations and policies authentically express Catholic teachings and values
- Coordinate TPMS' annual planning process and work with CFO on the budgeting process
- Ensure proper resource allocation among all TPMS initiatives & priorities
- Monitor progress of all initiatives and make necessary adjustments

Senior Leadership Team Management

- Coordinate senior leadership team meetings and activities
- Lead significant organizational initiatives and partnerships
- Set and approve annual goals, priorities, plans for all direct reports and agree to adjustments
- Meet weekly one-on-one with all direct reports, utilizing information learned to foster greater alignment and coordination across all departments and initiatives
- Ensure the National Director is well informed of all key developments and needed decisions
- Ensure all organizational decisions and their rationale are accessibly documented
- Document and report achievements across the organization
- Coordinate senior leadership team's reports to the Board and staffing of board committees
- Ensure communication and collaboration processes work effectively

Operational Leadership

- Establish operational goals, plans and performance metrics aligned with the organization's mission
- Oversee daily operations and ensure efficient functioning of all departments
- Develop and implement organizational policies and procedures that reflect Catholic values
- Ensure TPMS calendar for events, meetings, and reports aligns with TPMS priorities and strategic plan
- Manage office leases, facilities, technology infrastructure, and organizational resources
- Approve vendor contracts and scope of work and lead regular vendor reviews
- Ensure compliance with relevant laws, public charity regulations and best practices, policies, canon law and organizational statutes
- Review operational processes and implement improvements to increase efficiency and the use of best practices
- Assess and mitigate operational risks, including legal compliance, financial stability, and cybersecurity
- Attend national meetings of diocesan directors of TPMS and, on occasion, regional meetings.

Financial Management

- Ensure responsible stewardship of organizational resources
- Collaborate with the VP of Advancement and Development to ensure TPMS is on-track to meet revenue goals and to measure mission impact and program effectiveness
- Collaborate with the CFO to ensure financial stability through good budgeting, spending oversight and investment of the endowment
- Collaborate with the CFO and VP of IT to ensure strong risk management and cybersecurity programs, and appropriate business insurance coverage
- Approve budget changes, additional expenses, and new initiative budgets
- Approve cash management adjustments up to established thresholds
- Approve invoices and extraordinary expenses up to established thresholds
- Review and approve expense reports for senior staff

Care for the TPMS Team

- Foster a positive workplace culture, rooted in TPMS' mission, Catholic social teaching and strong collaboration
- Collaborate with the HR Director on hiring, training, and professional development processes
- Monitor the overall health of the team and work environment, in collaboration with the HR Director
- Approve organizational policies, performance evaluations, handbook updates, and employee surveys
- Ensure all team members have clear expectations and understanding of how their work helps TPMS fulfill its important mission
- Provide mentorship and coaching, particularly in areas of productivity, management, and leadership
- Ensure all new hires meet TPMS' high standards
- Convene employee all staff meetings and strengthen internal communication processes



Qualifications

Required Experience and Skills

- Bachelor's degree in management or related field (Master's preferred)
- 10+ years of leadership experience of an organization or large department, preferably with some in non-profit or Catholic organizations
- 10+ years of experience leading teams, including with senior leaders of departments outside of the candidate's own functional area(s) of expertise
- Demonstrated ability to align operations with mission and values
- Proven track record in operational management and process improvement
- Excellent leadership, communication and interpersonal skills, and high emotional intelligence
- Strong financial acumen and budget management experience
- Advanced knowledge and demonstrated use of technology to make operations effective and efficient
- Demonstrated decision-making ability with examples of wisdom and good judgment
- Strong time-management skills and ability to deliver initiatives on or ahead of schedule through good and varied ways of helping team members meet deadlines
- Strong communication and initiation skills
- Demonstrated ability to handle confidential information
- Must have dependable transportation, as well as a valid driver's license
- Willingness to work evenings and weekends, as required

Faith-Based Requirements

- Practicing Catholic of mature faith, in good standing with the Church
- Deep understanding of and commitment to TPMS' mission and Catholic teaching
- Ability to articulate how Catholic principles and values inform operational decisions
- Familiarity with diocesan structures and Church governance



About TPMS



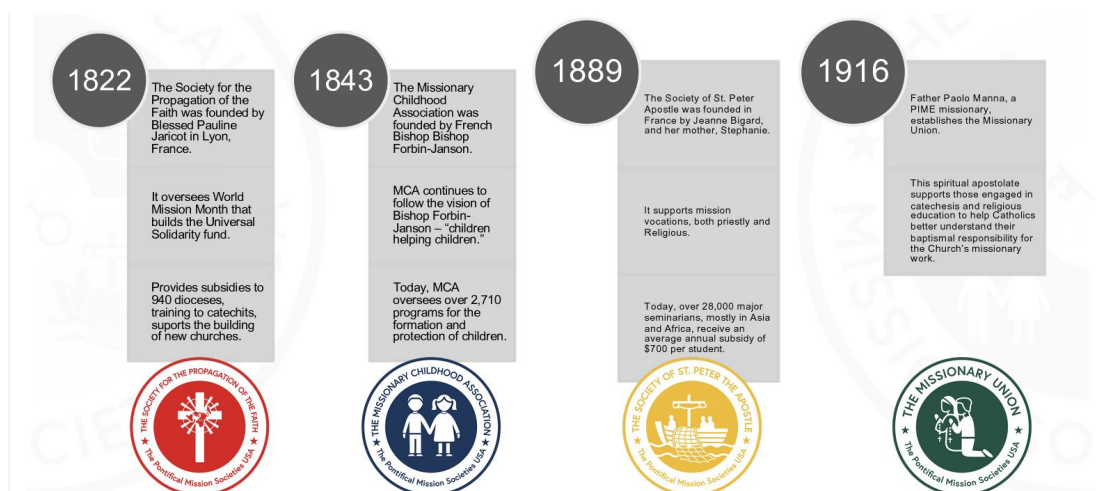
The Pontifical Mission Societies (TPMS) are a worldwide network at the service of the Pope that supports the missions and the Young Churches with prayer and charity.

The Four Pontifical Mission Societies

- The Society of Propagation of the Faith (1822) by Blessed Pauline Jaricot (1799-1862)
- The Missionary Childhood Association, also known as Holy Childhood by Bishop Charles de Forbin-Janson (1785-1844)
- The Society of St. Peter the Apostle (1889) by Jeanne and Stephanie Bigard
- The Missionary Union (1916) by Blessed Father Paolo Manna, PIME (1872-1952)

The four societies have been "pontifical" since 1922, thus indicating their status as official instruments of the Pope and the Universal Catholic Church. In most countries, the National Director of the Pontifical Mission Societies leads the four societies and oversees the World Mission Sunday Collection, which is taken up on the second-to-last Sunday of October each year in every Catholic parish around the globe.

120 countries have national offices of The Pontifical Mission Societies with the TPMS USA providing a significant amount of the worldwide support for the missions. Each diocese in the US is called to appoint a diocesan director and to participate in World Mission Month each October, encouraging missionary spirit in the hearts of the baptised through prayer, formation, and almsgiving.





The funds raised by the individual countries throughout the world do not go to the Vatican but form a pool of money, which we call the Universal Solidarity Fund, which the national directors govern, choosing recipients every May. The funds are given to the beneficiaries through the apostolic nuncios in each mission country.

Purposes of TPMS

- To educate and engage Catholics in the United States about the Church's global mission.
- To encourage prayer, sacrifice, and financial support for missionaries.
- To organize and promote World Mission Month, the peak of which is World Mission Sunday, the annual worldwide collection supporting the Pope's Missions celebrated on the second to last Sunday of October.
- To collaborate with bishops, priests, religious, and lay leaders to foster missionary discipleship.
- To provide resources for dioceses, parishes, and schools to cultivate a missionary spirit

TPMS USA: Archbishop Fulton Sheen

Archbishop Fulton J. Sheen, beatified on December 21, 2019, was the National Director of the Pontifical Mission Societies from 1950 to 1966. He clearly and effectively communicated the Catholic Church's message and mission on radio and television, as well as through his books and other writings. He presented the inspiring stories of the Missions and told of the love and joy of those serving the poor in those areas of the world.

In 2024, TPMS supported:



26
Million children in primary schools



38,140
Seminarians preparing for the priesthood



8,750
Homes for orphaned children and the elderly



11,480
Clinics caring for the sick and dying



844,000
Catechists teaching the faith



258,540
Religious sisters caring for children and families

Board Leadership

Episcopal Members

- Cardinal Timothy Dolan, Archbishop of New York
- Cardinal Seán O'Malley, OFM Cap., Archbishop Emeritus of Boston
- Cardinal Christophe Pierre, Apostolic Nuncio to the United States
- Archbishop Gregory M. Aymond, Archbishop of New Orleans
- Archbishop Shelton J. Fabre, Archbishop of Louisville
- Archbishop Bernard A. Hebda, Archbishop of St. Paul and Minneapolis
- Archbishop Mitchell T. Rozanski, Archbishop of Saint Louis
- Archbishop Thomas G. Wenski, Archbishop of Miami
- Bishop Kevin W. Vann, Bishop of Orange
- Bishop James S. Wall, Bishop of Gallup

Non-Episcopal Members

- Stephen Auth, CFA, Chief Investment Officer, Federated Hermes (New York)
- Barry Jackson, Strategic Advisor, Brownstein Hyatt Farber Schreck (Washington, DC)
- Deacon Frank L. Kurre, Managing Director, Protiviti, Inc. (New York, NY)
- John O. McManus, Founding Principal, McManus & Associates (New York)



National Director



In September 2024, Monsignor Roger J. Landry, a priest of the Diocese of Fall River, Massachusetts, was appointed as the National Director of The Pontifical Mission Societies in the United States, and he officially assumed the role in January 2025.

He is also a Papal Missionary of Mercy, Chaplain to the New York Chapter of the Leonine Forum, a Member of the Board of the Shrine of Our Lady of the Martyrs in Auriesville, New York, and a National Eucharistic Preacher for the USCCB's National Eucharistic Revival. He helped lead the Seton Route of the National Eucharistic Pilgrimage from New Haven, CT, to Indianapolis from May through July 2024 in preparation for the Tenth National Eucharistic Congress.

A graduate of Harvard College (1992) and the Pontifical North American College in Rome (1999), he served as Attaché to the Holy See's Permanent Observer Mission to the United Nations in New York (2015-2022), Catholic Chaplain at Columbia University (2022-2024), Ecclesiastical Assistant to Aid to the Church in Need USA (2021-2024), and has been a pastor, newspaper editor and high school chaplain in the Diocese of Fall River.

He writes for many publications, appears regularly on television and radio, and is the author of *Plan of Life: Habits to Help You Grow Closer to God* (Pauline Books and Media 2018). In 2024, he was named by Pope Francis a Chaplain of His Holiness with the title of Monsignor. His homilies, articles, retreats, conferences, educational videos and other offerings are available for free at catholicpreaching.com.



Candidates

Interested applicants should send a cover letter, resume, and three references to COOsearch@pontificalmissions.org.

Application Deadline:
April 30, 2025*

Expected Hiring Process:**

Step 1: Initial Zoom Interview

Step 2: Written Interview

Step 3: Second Zoom Interview

Step 4: In-Person Interview(s)

* We reserve the right to shorten the deadline for applications if we have sufficient interest. (Please apply early to ensure your background will be considered.)

** This is the committee's planned process. We reserve the right to change it to meet with the committee's or candidate's needs.

Note: Only those selected for an interview with the search committee will be contacted.

THE PONTIFICAL MISSION SOCIETIES USA IS AN EQUAL OPPORTUNITY EMPLOYER

The Pontifical Mission Societies USA ("TPMS") is an equal opportunity employer and complies with all applicable federal, state, and local fair employment practices laws. TPMS strictly prohibits and does not tolerate discrimination against employees, applicants, or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender, marital status, age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law. All TPMS employees, other workers, and representatives are prohibited from engaging in unlawful discrimination. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

TPMS complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act, the Florida Civil Rights Act of 1992, and all applicable state or local law. Consistent with those requirements, TPMS will reasonably accommodate qualified individuals with a disability if such accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

As a Catholic organization recognized by the United States Conference of Catholic Bishops, TPMS reserves the right under Federal law (42 U.S.C.A §2000e-2(e)) and Florida law (Fla. Stat. §760.10(10)) to hire those of the Catholic faith for positions where practice and knowledge of the Catholic faith, its tenets and beliefs, are necessary for the work required. Further, TPMS retains the ability to hire employees whose lifestyle upholds the teachings of the Roman Catholic Church.

