



Paulist Center Boston

Attentive to the Holy Spirit and nourished by vibrant liturgy, we are a Catholic community that welcomes all, fosters healing and reconciliation, and acts for justice.

Founded by the Paulist Fathers in the late 1940s as a Catholic Information Center, the Paulist Center on Beacon Hill has grown into a vibrant Catholic community serving individuals and families from across Greater Boston. Rooted in the missionary spirit of the Paulists and inspired by the vision of the Second Vatican Council, the Center is known for engaging liturgy, radical hospitality, and a deep commitment to justice and outreach to those on the margins.

In 2025, the Paulist Center launched a pastoral planning process to strengthen its identity as a center of outreach and lay leadership for the Church in Boston today.

Executive Director Position Summary

The Executive Director will serve as The Paulist Center's first lay leader, driving operational excellence as we deepen our identity as a center of mission and outreach rooted in meaningful prayer and liturgy. This role requires a strategic leader who can develop and execute plans that amplify our impact, working alongside an experienced, collaborative staff to strengthen programs, steward resources, and build organizational capacity. The ideal candidate brings both management expertise and a commitment to Catholic social teaching, capable of translating theological values into operational decisions that advance our mission.

Key Responsibilities

- **Strategic Leadership of the Paulist Center**
 - Oversee all operational and pastoral work
 - Supervise operational and ministerial staff
 - Collaborate to envision and implement strategic objectives and initiatives for the Paulist Center
 - Work closely with the Paulist priest on staff to implement the mission, evangelization, and outreach goals of the Paulist Center
 - Collaborate with the pastoral staff to ensure continuity of mission in the spiritual, sacramental and pastoral care for the Paulist Center community
 - Collaborate with and support volunteer teams
 - Promote a culture of collaborative leadership with the Pastoral Council, Finance Committee, and other lay ministries
 - Work closely with the Superior of the Boston Paulist Fathers community to promote the charism of the Paulist Fathers at the Paulist Center, including collaborating with the Paulist Associates and Paulist Fathers in residence
 - Manage additional duties as assigned or needed to ensure the success of the Paulist Center



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- **Organizational Management**
 - Support the staff to build and improve high-quality human resources, finance, IT, and other operational systems
 - Work with appropriate staff to manage the annual budget, ensuring sound financial management and compliance
 - Work with appropriate staff and the Paulist Fathers to ensure the maintenance, safety, and functionality of the building and facilities
 - Design and implement comprehensive fundraising strategies
 - Analyze, assess and improve program goals and mission impact
 - Participate in national meetings and initiatives of the Paulist Fathers (e.g. annual meeting for Paulist Pastors, Superiors, Directors)
- **External Relations & Community Engagement**
 - Raise the Paulist Center's visibility within the Greater Boston community and beyond
 - Develop a comprehensive communications strategy that will support the Paulist Center's efforts to sustain and grow its membership and mission. This includes the center's digital communications and social media strategy
 - Serve as an ambassador for the Center, cultivating strong relationships with the Archdiocese of Boston, benefactors, civic partners, and local organizations
 - Collaborate with local Catholic and non-Catholic faith leaders

Skills & requirements

- Practicing Catholic with a demonstrated knowledge and commitment to the Catholic faith and alignment with the Paulist Fathers' and Paulist Center's mission and values
- Carry out all responsibilities in a manner that cultivates an organizational culture rooted in the Paulist Center's Catholic identity, welcoming spirit, and commitment to social justice, reconciliation, and dialogue
- Advanced degree in Theology, nonprofit management, business administration, pastoral ministry, or a related field preferred
- Minimum of 5–7 years of leadership experience in Catholic, nonprofit or faith-based organizations
- Strong organizational, supervisory, and project management skills
- Proven success implementing strong financial management, communications, and/or fundraising strategies



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- Experience overseeing budget management and human resource functions, integrating financial stewardship and personnel practices in service of the organization's Catholic mission and strategic priorities
- Excellent interpersonal and written communication skills; ability to build trust, inspire teams, and foster a culture of inclusion and accountability
- Cultural competence and a demonstrated commitment to working with people of diverse backgrounds and experiences

This is a full-time, in-person position based in downtown Boston, with regular evening and weekend hours required to support programs, events, and the life of the community.

This is a salaried exempt position with a salary range of \$110,000-\$130,000 annually, in addition to a benefits package including health insurance and retirement. This position reports to the Paulist Center's Board of Directors.

To apply, please send a resume and cover letter to Deborah Heimel, Interim Administrator, at hiring@paulistcenter.org by April 10.