ST. FELIX PANTRY
A FELICIAN SPONSORED MINISTRY

Job Title: Director of Mission and Faith Engagement

Organization: St. Felix Pantry, Inc.

Location: 4020 Barbara Loop SE, Rio Rancho, NM 87124

Reports to: President & Chief Executive Officer

Status: Full-time, exempt

Effort Allocation: Approximately 60% charism and mission integration; 40% faith engagement

Working Relationships: Member of the leadership team and a peer to the Director of Operations and Director of Community Resources and Volunteers. On charism and mission integration, works in an accountable relationship with the Felician Services, Inc. (FSI) Vice President, Charism and Mission Integration, and Senior Ministry Advisor. Serves as the Pantry's principal point of contact with the Archdiocese of Santa Fe and other faith partners.

ABOUT ST. FELIX PANTRY

St. Felix Pantry is a Felician-sponsored ministry and a 501(c)(3) nonprofit incorporated in 1992, begun when Sr. Genevieve Ryskiewicz, CSSF, distributed day-old bread from her car's trunk. Today, the Pantry serves more than 1,000 people each week and is the only food pantry in Sandoval County offering weekly grocery access, with no income requirements and no one turned away. Programs include the food pantry, referral services, emergency financial assistance, and an emerging diaper pantry.

Mission Statement

St. Felix Pantry restores hope to families and individuals in need by providing food, compassionate support, and referral services.

POSITION SUMMARY

In each Felician Sponsored Ministry, Charism and Mission Integration is the sum of the processes, programs, and relationships that deepen commitment to the tradition and values from which the ministry originated and in which it continues.

The Director of Mission and Faith Engagement is a member of the leadership team, supporting the President & CEO in instilling its founding Felician Franciscan charism and core values throughout the life of the Pantry. This individual forms the board, leadership, staff, and volunteers to express that identity in its operations and carry that mission outward to parishes, partners, and neighbors across Sandoval County and greater Albuquerque. Engagement makes the charism visible beyond the campus; formation sustains those who make it possible.

KEY RESPONSIBILITIES

The following indicates the general nature of the work; other duties may be assigned.

I. Charism and Mission Integration (approximately 60%)

- Serves on the leadership team, integrating the Mission and Core Values into operations, programs, and planning, and applying Catholic Social Teaching where practice touches the dignity of guests.

- Assures charism and mission orientation and ongoing formation for board, leadership, staff, and volunteers, including formation suited to brief, episodic service.
- Stewards the founding story of Sr. Genevieve Ryskiewicz, CSSF, and the wider Felician and Franciscan story, so that staff, volunteers, board, and partners can share them.
- Initiates, co-creates, implements, and reports on the annual Charism and Mission Integration Plan with the President/CEO, the Board, and the FSI Vice President, Charism and Mission Integration.
- Maintains an active, visible presence throughout the campus; assures the visibility of symbols, art, and language reflecting the ministry's Catholic identity and Felician Franciscan heritage; and leads prayer, blessing, and ritual in the ordinary rhythms of the ministry, including the annual Mission and Heritage observance.
- Participates in the Mission Leader Orientation, the Mission Leader Forum, the periodic Sponsor Visit and other formation and professional development opportunities conducted by Felician Services, Inc.; completes required FSI reporting; and recommends an annual budget for mission activities and formation.

II. Faith and Community Engagement (approximately 40%)

- Builds and sustains relationships with parishes, Catholic schools, and ministries of the Archdiocese of Santa Fe, serving as a critical bridge to the Pantry through oral and written communication and presence.
- Delivers presentations, pulpit talks, and campus tours that tell the ministry's story with accuracy, warmth, and respect for the privacy and dignity of guests.
- Designs and leads reflection for service groups and episodic volunteers in order to sustain and deepen the Pantry's identity in the Felician, Franciscan and Catholic social and spiritual traditions.
- At the direction of the President & CEO, and in collaboration with the Director of Community Resources & Volunteers, represents the Pantry to congregations of other traditions, civic and tribal communities, schools, businesses, and service clubs across Sandoval County and greater Albuquerque, helping cultivate a referral network for human services.
- Serves as a resource to communications and signature Pantry events, and reports on partnerships and engagements to the President/CEO and the Board.

QUALIFICATIONS

- Practicing Catholic in good standing with the Roman Catholic Church.
- Bachelor's degree in theology, pastoral ministry, religious studies, or a related field, or equivalent formation and experience; master's preferred.
- Demonstrated cultural humility and competency, and the capacity to extend the Pantry's commitment to serving all regardless of race, ethnicity, national origin, age, ability, sex, or belief.
- Thorough knowledge of Christian spiritualities and Catholic Social Teaching; familiarity with Franciscan spirituality, or willingness to internalize the Felician Franciscan charism.
- Proven ability to work with leaders in parishes and religious communities such as pastors, parish staff, and parish organizations, and to speak credibly in liturgical and congregational settings.
- Credibility as a full member of the leadership team, with the courage to address issues that challenge the mission and core values.
- Demonstrated experience in community relations, partnership development, or congregational engagement.
- Excellent written and verbal communication, skill in adult learning, and proven ability to present to varied audiences; strong organizational skills and discretion with sensitive information.

- Valid New Mexico driver's license and reliable transportation; regular local travel and occasional overnight travel; flexibility for some evenings and weekends; background check.
- Preferred: bilingual in English and Spanish; familiarity with the parishes and Pueblos of Sandoval County; experience in a Catholic ministry, parish, or diocesan office; knowledge of New Mexico's food security networks.

PHYSICAL REQUIREMENTS

- Able to sit or stand for extended periods, lift up to 25 pounds occasionally, and navigate the campus, including outdoor distribution areas in varied weather.

TO APPLY

Please submit a resume and cover letter to Tim Sheahan, President and CEO, at tsheahan@stfelixpantry.org. Please describe your experience and why you are drawn to this ministry. The salary range for this position is $57k - $65k plus a generous benefits package that includes healthcare, 403b, earned time off, and sick days.

Priority will be given to applicants who submit their materials by December 1. The ideal start date is Tuesday, January 5, 2027 and is negotiable.

St. Felix Pantry is an Equal Opportunity Employer. As a Catholic ministry sponsored by the Felician Sisters, the Pantry reserves the rights afforded to religious organizations regarding positions with religious responsibilities.