WISCONSIN CATHOLIC CONFERENCE

POSITION DESCRIPTION

November 2026

POSITION: Associate Director

OVERVIEW

Under the supervision of the Executive Director, an Associate Director for the Wisconsin Catholic Conference serves as an advocate on matters related to the beliefs, teachings, interests, and mission of the Roman Catholic Church; provides decision makers with research and analysis; meets with diocesan staff; and educates parishioners. As permitted under Wisconsin Statutes s. 111.337(2), preference is for a practicing Catholic in good standing with a strong commitment to the teachings and traditions of the Roman Catholic Church.

MAJOR RESPONSIBILITIES

The Associate Director reports to the Executive Director and:

1. Researches and develops initiatives to achieve WCC public policy goals and to advance or protect the teachings of the Catholic Church.

2. Cultivates and maintains rapport with members of the Legislature, legislative staff, and state agency personnel, providing decision makers with studied positions on social and moral issues, including public testimony before government committees and agencies.

3. Recommends positions that the WCC might take on specific legislation and proposed regulations by ascertaining whether they advance the mission of the WCC. This includes identifying provisions that may require alteration prior to legislative action and proposing amendment. It also includes general monitoring of legislative and administrative action.

4. Represents the WCC in public policy discussions or forums with other advocacy groups.

5. Works closely with diocesan offices to provide assistance and to foster inter-diocesan communication.

6. Advocates on matters related to the teachings of the Catholic Church, including presentations to parishes and other Church organizations, and is a public representative for the Church's teachings.

7. Demonstrates excellent verbal, written, analytical, and interpersonal skills.

8. Travels for professional development and to interact with Catholics within Wisconsin's five dioceses. Intermittent daytime and overnight travel are required.

9. Develops legislative testimony, talking points, public policy updates, reports, issue briefs, and digital media, including both short and long form content.

10. Assists in preparation of columns and press releases for use by diocesan or secular media.

11. Performs other duties and tasks as requested by the Executive Director.

BASIC QUALIFICATIONS

- College degree, ideally related to one or more of the following: public policy, Catholic theology, education, health care, law, political science, or communications
- Knowledge of Catholic Social Teaching
- Work with minimum supervision and high degree of independence
- Write and speak clearly and persuasively
- Produce writing that adheres to WCC format and style
- Give and receive critiques openly and generously
- Interact well with diverse individuals
- Analyze problems and offer ethical and practical critiques, as well as policy solutions

PREFERRED QUALIFICATIONS

- Advanced degree and/or public policy experience related to one or more of the following: Catholic theology, law, public policy, education, communications, human life and dignity issues, education, health care, social concerns, and religious liberty
- General knowledge of Catholic institutions
- Knowledge of state and federal government, particularly the Wisconsin Legislature
- Spanish fluency (speaking, reading, and writing) is a plus

LOCATION

The role will be on site in our office in Madison, WI with normal working hours from 9:00am - 5:00pm Monday through Friday.

SALARY & BENEFITS

The Wisconsin Catholic Conference offers a robust benefits package including health insurance, dental insurance, parental leave, retirement plans, paid time off, and paid holidays including Holy Days of Obligation. Salary is dependent upon experience.

HOW TO APPLY

Interested candidates should send a cover letter and resume to office@wisconsincatholic.org. Application deadline is Monday, November 30. References and a writing sample may also be requested from candidates selected to interview.