

## **Executive Director - Pax Christi USA**

### **Job Description**

**Pax Christi USA (PCUSA)**, the national Catholic peace organization, strives to create a world that reflects the Peace of Christ by exploring, articulating, and witnessing to the call of Christian nonviolence. This work begins in personal life and extends to communities of reflection and action to transform structures of society. Pax Christi USA rejects war, preparations for war, and every form of violence and domination. It advocates primacy of conscience, economic and social justice, and respect for creation.

PCUSA is seeking an Executive Director for its headquarters in Washington, DC. The Executive Director is responsible for the professional leadership, strategic direction and management of PCUSA. S/he will oversee the further development of PCUSA's role as the national Catholic peace organization. The Director, working in concert with the National Council, PCUSA staff, and regional and local Pax Christi members will move the organization forward in the development and implementation of external and internal goals that reflect PCUSA's vision, mission and objectives. The Director provides overall leadership for strategy, organizational development, implementation, financial oversight and fundraising. S/he will focus initially on these areas:

- Providing effective and visible leadership in the development of programmatic, organizational and financial plans with the Executive Committee, National Council and staff;
- Increasing PCUSA's visibility and influence with institutional Catholic organizations, and other Christian peace and justice groups as well as with national and regional legislators, other stakeholders, and constituencies as well as the general public; and
- Increasing, strengthening and diversifying PCUSA's funding strategies and sources.

#### Responsibilities:

##### **1) Program Development:**

- Facilitates, in collaboration with National Council, the development and implementation of programs that are focused on PCUSA's four priorities 1) spirituality of peacemaking, 2) disarmament and demilitarization, 3) economic and racial justice, and 4) human rights and global restoration;
- Provides leadership in choosing which tasks to undertake to achieve the goals and objectives of the programs that support PCUSA's priorities; Assigns priorities to those tasks; and

- Fosters the growth and awareness of these programs at the national level through public speaking, writing, and building relationships with significant Catholic organizations and institutions.

## 2) **Fiscal Management:**

- Ensures that PCUSA is fiscally sound; works with staff to prepare budgets; establishes rigorous accountability standards for grant, and budget tracking;
- Directs financial activities based on plans and policies developed in concert with the National Council; oversees/supervises all bookkeeping, accounting and financial activities as well as expenditures, authorized by National Council; and
- Presents annual budget, quarterly and monthly reports for National Council; assures that PCUSA is in compliance with all legal standards and reporting requirements, including regulatory mandates (990's etc.); engages with treasurer and National Council in financial planning.

## 3) **Development and Fundraising:**

- Develops and sustains a diverse funding base with emphasis on researching, identifying and applying for relevant grants from organizations, major donors and foundations;
- Grows the membership base through creative and entrepreneurial efforts and programs at the parish and diocesan level focused on increased public awareness of PCUSA and its work;
- Responsible for all public relations ((including oversight of PCUSA website), education and membership programs; assists with media relations including the approval of press releases, making media visits and participating in interviews with the media; and
- Supervises the planning of the PCUSA National Conference.

## 4) **Human Resources Management:**

- Recruits, trains, manages, inspires, motivates and empowers a strong staff team; prepares for the anticipated growth of PCUSA;
- Develops and implements appropriate human resources policies and procedures, including training, career development, hiring and firing, succession planning and performance management for all;
- Manages and documents staff performances consistent with PCUSA personnel policy manual, including the maintenance of records for all staff; and
- Updates personnel manual and policy and procedures manual annually as well as job descriptions.

Qualifications:

- 1) A Catholic in good standing who has demonstrated deep knowledge and understanding of Catholic Social Teachings; knowledge of the Scriptures.
- 2) Strong management and supervisory skills and experience.
- 3) Experience in problem-solving, and organizational skills.
- 4) Able to represent PCUSA's priorities through public speaking and writing; excellent written and oral communication skills including knowledge of Word, PowerPoint and Excel.
- 5) Demonstrated leadership ability in strategizing and coalition building.
- 6) Experience and demonstrated effectiveness in fundraising and development including working knowledge of fundraising software (Razor's Edge, etc.).
- 7) Bachelor's Degree required; Master's Degree preferred.

Pax Christi USA invites all qualified candidates to apply. For consideration, please submit the following:

- 1) Cover letter, including salary requirements
- 2) Resume
- 3) Three (3) personal references and three (3) business or professional references

Please send materials electronically to [paxchristiusa@gmail.com](mailto:paxchristiusa@gmail.com). Application deadline: July 1, 2011 for a projected start date of August 1, 2011