

Executive Director

Pax Christi USA (PCUSA) is a membership organization grounded in the Gospel and Catholic social teaching that rejects war, preparation for war, every form of violence and domination, and personal and systemic racism. A section of Pax Christi International, we are a Catholic peace and justice movement that seeks to model the Peace of Christ in our witness to the mandate of the nonviolence of the Cross.

PCUSA's work is guided by its four initiatives: Spirituality of Nonviolence and Peacemaking; Disarmament, Demilitarization and Reconciliation with Justice; Economic and Interracial Justice in the United States; Human Rights and Global Restoration.

PCUSA is seeking an Executive Director to coordinate and grow the national Catholic movement for peace with justice by providing strategic leadership, ensuring the organization has sufficient resources, managing the National Office, collaborating with grassroots members nationwide, and furthering relationships Pax Christi International and with other social justice partners. The ideal candidate would understand the intersectional relationship between the four initiatives and be able to represent them publicly in a unified way.

Responsibilities

The Executive Director will provide effective and visible leadership for PCUSA to advance the profile and impact of a movement that is continuously striving to be anti-racist and diverse. They will do so in collaboration with the National Council, National Office staff, Anti-Racism Team, regional and local grassroots leaders, and Pax Christi International. Their work will be done with a particular focus on engaging communities of color.

Movement Building

- Develop, in collaboration with the National Council, and implement a strategy for growing PCUSA's constituent base to be younger and more diverse, including alternative ways of engagement beyond the membership model and ways to include other faith traditions as well as the unaffiliated.
- Expand awareness of PCUSA through the development of a media strategy, through outreach to Catholic institutions (bishops conference, dioceses, parishes, ecclesial networks, etc.), and through the cultivation of speaking engagements and writing opportunities.
- Lead, in collaboration with the Pax Christi Anti-Racism team, PCUSA's ongoing transformation into an organization whose structures, policies, practices, and forms of decision making include and are accountable to people of color.

Development and Fundraising

- Lead, in collaboration with the Development Committee, all development activities including major donor relations and oversight of membership renewals and appeals through direct mail and digital communication.
- Ensure sufficient funds are raised to exceed annual budget and allow for growth in terms of program work and additional staff.

Programming

- Advance, in collaboration with the Program Director, national programs and campaigns that further implement PCUSA's four initiatives

- Guide the resourcing of PCUSA local and regional member groups to help them grow in numbers and diversity and to strengthen their capacities for creative and entrepreneurial grassroots initiatives.

National Office Management

- Oversee National Office staff with the aim of recruiting and empowering a strong, diverse team that works in a collaborative manner.
- Ensure National Office abides by appropriate human resources policies related to employment decisions, staff development and oversight, and succession planning.
- Direct all financial activities based on National Council priorities, which includes:
 - Supervising all bookkeeping and accounting;
 - Preparing annual budget and financial reports as requested by the National Council;
 - Maintain PCUSA's compliance with all legal standards and reporting requirements, including regulatory mandates (990's etc.) and audit.

Qualifications

- Demonstrated commitment to nonviolence/just peace traditions and to anti-racism work
- Knowledge of a range of domestic and international justice and peace issues, and the ability to relate justice issues, particularly PCUSA's four initiatives, to spirituality and the Catholic faith
- At least 5 years of leadership experience in nonprofit environments, particularly organizations with a faith-based mission and/or a focus on national grassroots organizing
- Knowledge of the Catholic Church, especially Catholic Social Teaching, as well as of ecumenical and interfaith efforts for social justice
- Skilled interpersonal communicator with experience in conflict resolution, consensus-based decision making, and a collaborative working style
- Proven record in development and fundraising, including donor cultivation, grant writing, and procurement of five-figure gifts
- Experience in organizational management, including supervision of staff and volunteers, that seeks to empower and inspire communal participation, as well as foster open and effective communication
- Strong writing and speaking skills
- Competency with Microsoft Office, Google Docs, and customer relationship management databases; experience with social media channels and Constant Contact a plus
- Proficiency in Spanish highly desired
- Willingness and ability to travel
- Bachelor's Degree required; Master's Degree preferred

Pax Christi USA is committed to employing and advocates for the advancement of people of color, persons with disabilities, and people of all gender identities and/or sexual orientations.