

## **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.

Guided by the spirituality of nonviolence, Pax Christi USA advocates and provides leadership for disarmament, demilitarization and reconciliation with justice, inclusiveness, economic and interracial justice, human rights and care of creation.

We strive through prayer, study and action to be attentive to the intersectionality of the key issues stated above and, in our response, to be conscious of their impact on the world community. We work to align our organizational structures, policies, and practices with our intent to be an anti-racist, multicultural Catholic movement for peace with justice.

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 Staff, collaborating with grassroots members nationwide, and furthering relationships with Pax Christi International and with other social justice partners.

### **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*

- Prioritize engagement of people in their 20s and 30s assuring significant resources toward young adult and campus outreach efforts in collaboration with the National Council. This will involve offering alternative ways of engagement beyond the traditional 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.
- Actively amplify and support PCUSA local groups and state chapters, strengthening their capacities, coordination, and communication, while also assuring continued growth in numbers and diversity.

#### *Development and Fundraising*

- Implements a comprehensive development strategy for the organization. Oversee all development activities including annual appeals, and solicitations through direct mail and digital platforms.
- Cultivates donor relations in collaboration with the Director of Development, with special focus on outreach to major donors, religious communities, and grant foundations.
- Ensure sufficient funds are raised to exceed annual budget and allow for growth in terms of program work and staff capacity.

### *Programming*

- Develop and advance national programs, campaigns, and working groups that further implement PCUSA's organizational priorities as outlined in the yearly general plan.
- Assure the cultivation of Pax Christi USA's central methodology of prayer, study and action throughout programmatic efforts.
- Actively amplify and support PCUSA local groups and state chapters, strengthening their capacities while also assuring continued growth in numbers and diversity.

### *Administration*

- Oversee and orient National Office staff with the aim of maintaining and empowering a strong, diverse team that works in a collaborative manner.
- Facilitate staff accountability on goals and objectives to the National Council and the national movement.
- 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 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 major 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 Salesforce; experience with social media channels a plus
- Proficiency in Spanish highly desired
- Willingness and ability to travel
- Bachelor's Degree required; Master's Degree preferred

**Salary Range:** \$70,000 to \$100,000/year

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.

Please send a resume and cover letter to National Council Vice Chair Sherry Simon at [sherrysimon0320@gmail.com](mailto:sherrysimon0320@gmail.com).