



March 2021

POSITION: Executive Director

ACCOUNTABLE TO: Board of Directors

APPLY BY: May 15, 2021
to juliebrown@anunslife.org

POSITION PURPOSE:

Lead the financial and organizational administration as well as relationships and fund development for the ministry. Oversee operations, programs, strategy, and donor management.

HOURS: Full-time salaried position. Variable work schedule and work environment, which includes flexible M-F business hours, some evening and weekend commitments, and some travel. Position may work remotely.

POSITION SUMMARY

The Executive Director, working closely with the board chair and reporting directly to the board of directors, also provides strategic leadership for the organization, including communications, partnerships and relationship development to support and expand the ministry's impact for its constituents.

JOB RESPONSIBILITIES

1. Strategic Leadership

- Develop and execute annual and multiyear work plans with the board and staff to achieve strategic goals and priorities.
- Develop and facilitate annual planning process for key areas of the organization, including but not limited to programming and operations.
- Work with the board of directors to develop and update organizational policies, procedures, and strategic plans.

2. Development and Governance

- Maintain active and regular communication with the board chair and attend board meetings to provide regular reports.
- Communicate proactively and regularly with the board, providing concise, relevant, and timely information so that it can fulfill its governance, fiduciary, and decision-making responsibilities.
- Identify, cultivate, and assist in the recruitment of board members whose skills, experience, financial connections, and diversity meet the needs and advance the purposes of the ministry.
- Guide the board, staff, and partners in building a culture of philanthropy, developing strategies and defining key messages to ensure that revenues meet organizational goals.
- Coordinate with the Operations Director to develop and implement annual and multiyear fundraising plans to increase support for operations, programs, and board-approved initiatives. These plans include an annual donor program, a major donor program, grant proposals and reporting, the sponsorship program, and other potential sponsors and funders.



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SKILLS, EXPERIENCE, AND QUALIFICATIONS

1. Lived experience of vowed religious life as a Catholic sister.
2. Visionary, entrepreneurial, and strategic thinker.
3. Demonstrated leadership, management, and delegation skills.
4. Experienced in non-profit or business administration.
5. Demonstrated successful development experience with major donors.
6. Demonstrated success in report and grant writing.
7. Experienced in forming and building new partnerships and collaborations.
8. Experienced in using Microsoft Office and adaptable to new software.
9. Experienced with marketing strategies, media relations, and social media.
10. Strong organizational skills with ability to manage multiple projects and tasks.
11. Ability to work collaboratively with a diverse group of staff, collaborators, and consultants.
12. Exemplify the values of A Nun's Life: relationship, hospitality, compassion, generosity, integrity.

JOB RESPONSIBILITIES *Continued*

3. Fiscal and Organizational Leadership

- Manage operations to ensure that the budget is achieved and the strategic goals are established per the annual work plan.
- Ensure that organizational and fiscal policies, systems, controls, and procedures align with A Nun's Life's mission and values and are regularly reviewed for efficiency and effectiveness.
- Direct and coordinate programs, services, and activities with relevant staff to ensure that programming objectives are achieved.
- Recruit, support, evaluate, and mentor the highest quality staff and contractors to support the ministry's operating and programmatic goals.
- Guide the preparation, monitoring, and monthly reporting of the annual budget, financial policies, and cash management. Coordinate with the board to develop, maintain, and implement financial control policies, regularly review financial statements, and execute an annual financial review.
- Develop annual budget for board approval. Review and monitor program budgets with assigned staff and board members as needed.
- Manage all legal issues, contracts, and other negotiations for the organization.

4. Key Relationships

- Serve as the representative for A Nun's Life to national and international organizations, such as International Union of Superiors General, Leadership Conference of Women Religious, and Conference of Major Superiors of Women Religious.
- Develop and maintain relationships with foundations, major donors, and congregations to advance the mission and ministry.

OUR MISSION

We help people discover and grow in their vocation by engaging questions about God, faith, and religious life. We do this by connecting Catholic sisters with a vibrant online community around finding meaning and joy in everyday life.

aNunsLife.org

