



The Executive Director (ED) is both the Chief Executive Officer and the Chief Operations Officer of Franciscan Action Network (FAN). As such, the ED is responsible for the overarching goals and mission of the organization, as well as directing all day-to-day actions in pursuit of the goals and mission.

Job Description:

The ED has the lead role in strategic planning, development, fundraising, advocacy, human resources (HR), office operations. The ED is responsible for the oversight of all the functions of the FAN's organizational activities: program supervision, staff supervision, and office operations. The ED works to foster a work environment that engenders inspiration in the mission, as well as ethics, creativity, teamwork, productivity, and professionalism. The ED reports to the president of the board of directors.

Specifically, the ED:

Mission and Goals-

- o Strategic planning (in conjunction with the board of directors)
- o Mission development (in conjunction with the board of directors)
- o Animates and implements the mission and strategic plan
- o Regular reporting to board of directors
- o Ongoing formation of FAN in Franciscan charism
- o Maintenance of relations with Franciscan communities

Advocacy and Education-

- o Representation of FAN publicly: media, partners, Church, & Franciscan world
- o Development and maintenance of relations with partners and policymakers
- o Oversight and development of advocacy engagement (with advocacy staff)
- o Development and maintenance of media relations (with Coms)
- o Development and oversight of educational programming (with staff)
- o Oversight of all publications and communications: mailings and website

Finance and Budget-

- o Fundraising
- o Maintenance of support from member institutions (with Associate Director)
- o Budgeting
- o Approval and oversight of all spending
- o Oversight of all federal and local legal filings and compliance

Administration-

- o Oversight of HR: hiring, firing, salary, benefits, employee relations
- o Promotion of good work environment
- o Oversight of physical plant, including: offices, equipment, and software
- o Oversight of all staff activities and regular review of staff performance

Job Qualifications:

- o A Master's Degree in an appropriate field
- o At least five years experience in nonprofit management
- o Expertise in the workings of American government and the policy processes
- o Expertise regarding the Catholic Church, its structure, and its American institutions
- o Excellent knowledge of Catholic social teachings
- o Excellent written, verbal, and presentation communication skills
- o Experience with networking and advocacy strategies
- o Fundraising and grantsmanship experience
- o Familiar with budgeting, accounting and financial management practices
- o Established relations with DC area faith-based social justice advocacy groups
- o Established media relations and media training

Salary will be commensurate with experience.

We will be accepting rolling applications until the position is filled with an end date no later than August 31, 2021.

To Apply:

Applicants should send a cover letter and résumé by email to the Search Committee at jobs@franciscanaction.org.