

Executive Director

Catholic Volunteer Network

The Details

Location: Remote

Start Date: October 2023

Salary Range: \$85,000-95,000 + benefits

Travel: 3-6 trips per year

Reports To: Chair of Board

Application Deadline: July 28, 2023 | [Click here to apply](#)

Please note the application deadline is July 28th at 11:59 PM PT. We will not actively screen those who apply after the deadline. However, if you apply after the deadline and the position is not filled, we will review your application.

The Opportunity

Catholic Volunteer Network (CVN) is actively seeking a leader to serve as its Executive Director, driving the enhancement of membership services and exploration of innovative structures that promote diversity, equity, and inclusion. With a rich 60-year history, the Executive Director will play a critical role within the leadership team, dedicated to achieving CVN's mission objectives. This position involves executing a comprehensive development strategy to ensure a robust annual operating budget. The Executive Director will provide guidance to staff in delivering exceptional membership services and fostering collaborative relationships with partner organizations that strengthen the field of faith-based volunteer service.

Key Responsibilities

25% - Strategic Vision & DEI Advancement

- Develop and execute a strategic vision and annual work plan that aligns with the organization's strategic goals and priorities, catering to the needs of member programs in 2023 and driving increased participation
- Lead CVN's commitment to becoming an antiracist organization in reviewing and renewing operations, policies, and practices that upholds CVN's commitment to racial justice, diversity, equity, and inclusion (DEI), grounded in Catholic Social Teaching
- Develop strategic partnerships that grow membership and organizational sustainability in an evolving Church and cultural landscape

50% - Development Strategy & Fiscal Responsibility

- Create and execute a comprehensive development strategy that ensures the current operations are adequately funded and supports the long-term sustainability of the organization
- Oversee and coordinate all fundraising efforts, including membership initiatives, service fees, grant writing, direct mail campaigns, and outreach to major donors
- Manage CVN's operating budget, oversee day-to-day financial matters, coordinate the annual audit, facilitate the proper filing of tax documents, and ensure compliance with all applicable laws and regulations governing nonprofits

25% - Organizational Leadership

- Supervise, hire, and evaluate the performance of staff members, fostering a supportive and growth-oriented work environment that provides opportunities for professional development
- Cultivate a collaborative culture among the staff, promoting teamwork and acknowledging the unique talents and contributions of team members
- Ensure operational and programmatic excellence, upholding all aspects of the organization's work meet high standards of quality and effectiveness
- Foster alignment and synergy among the Board, staff, and member programs to advance CVN's mission

This job description is not intended to be all-inclusive. Employees may perform other related duties to meet the ongoing needs of the organization.

The Skills You'll Need

Success in the Executive Director role will require a deep commitment to CVN's mission, core values and commitments to diversity and racial justice. In addition, the Executive Director will provide thoughtful leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission while developing new and innovative models of faith-based service.

The ideal candidate will also bring the following skills, attributes and experiences:

- 10+ years professional experience in nonprofit or faith-based organizational leadership
- Demonstrated success in managing and raising an annual budget, fundraising efforts, and grant writing
- Excellent communication skills, both written and oral
- Collaborative and team oriented
- Experience with volunteer and/or membership organizations, ecumenical approaches to service, and understanding of Catholic Social Teaching
- Demonstrated history of successfully leading staff with orientation to action and results
- Commitment to diversity, equity, inclusion and justice
- Awareness of institutional injustices impacting communities served by volunteer programs
- Creative, business-minded thinker
- Former post-grad volunteer experience, *a plus*

The People

Leading a dedicated and passionate team, the Executive Director guides a close-knit staff known for their unwavering dedication to faith-based service, commitment to racial justice, and exceptional member program engagement. This involves working closely with the Board of Directors, staff leadership, and its committees in strategic vision and DEI commitment. The Executive Director will collaborate with the Development Committee to craft a development strategy, while overseeing the organization's operating budget in partnership with the Accountant.

The Organization

Since 1963, Catholic Volunteer Network has sought to bring together people who have a heart for service. Today, our community consists of volunteer program staff; volunteers, missionaries and fellows (prospective, current, and former); colleges and universities; dioceses and parishes; religious communities; lay groups; partner organizations; individuals who are champions for service; and a dedicated staff and Board of Directors.

Our foundation is built on the gospel and rooted in the principles of Catholic Social Teaching. We strive to increase awareness of the opportunity to live out one's faith in service to the poor, and actively work to remove any barriers that may prevent people from engaging in faith-based service. [Learn more about our impact here.](#)

The Next Steps

This search is being led by Candice Durham of [Imagine Consulting](#). We are a talent and recruitment firm specializing in placing high-impact people in high-impact roles. Interested candidates should [click this link to apply](#). If you have questions or need support completing the application, please reach out to our team at careers@imagineimpactllc.com.

As part of Catholic Volunteer Network's commitment to recruiting and retaining a just and representative work and volunteer force, we encourage people of color and individuals with disabilities to apply. Catholic Volunteer Network is an equal opportunity employer. It is our policy that employees and volunteers should be able to enjoy an environment free from all forms of unlawful discrimination. All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment or volunteer work will be made without unlawful discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity or expression, disability, or any other factor that the law protects from employment discrimination.

Historically, people of color, women, transgender, GNCNB (gender non-conforming and non-binary), and disabled individuals face insurmountable oppression when engaging with employers and recruiters. At Imagine, we understand that talent is not bound to a single story and that our intersectional identities are value adds in every space we enter. CVN and Imagine are committed to building and supporting a diverse staff, and investing in fostering leadership from marginalized communities.