



Augustinian Defenders of the Rights of the Poor

Augustinian Province of St. Thomas of Villanova

- Job Title:** Executive Director
- Position Type:** Full-time, Salaried
Hours Vary, 30% night and weekend work required
Limited travel within the United States may be required
- Location:** 2130 South 21st Street
Philadelphia, PA 19145
- Reports To:** Director of Justice & Peace,
Augustinian Province of Saint Thomas of Villanova
- Supervises:** Full-time employees, Part-time employees, Volunteers

Position Background:

The Augustinian Province of Saint Thomas of Villanova is seeking to employ an Executive Director for the Augustinian Defenders of the Rights of the Poor (A.D.R.O.P.), a registered 501(c)3 charitable organization that operates under the auspices of the Augustinian Province of Saint Thomas of Villanova. Reporting to the Director of Justice & Peace for the Province of Saint Thomas of Villanova, the Executive Director will be responsible for overall strategic, financial, and operational management of the organization.

The Mission of A.D.R.O.P. is to build bridges between providers, recipients and community leaders across economic, political and religious spectra. A.D.R.O.P. accomplishes its mission by matching individuals with identified needs to known resources in order to build better communities.

A.D.R.O.P. serves a wide variety of people with various needs to include, but not limited to, people who have migrated to the United States, people impacted by Mass Incarceration, people suffering with addiction and mental illness, and students.

A.D.R.O.P.'s ministries include:

- The Unity Clinic, which provides no-cost healthcare to people without health insurance.
- A comprehensive Restorative Justice program, which serves those returning to society from incarceration, families or those who are incarcerated, and those suffering from addiction and mental illness.
- Several education programs, including English for Speakers of Other Languages (ESOL).

More information on A.D.R.O.P. can be found at <http://www.RightsOfThePoor.org>.

Specific Duties will include:

- Updates and operationalizes a strategic plan for the organization, inclusive of current and future programs.
- Updates and operationalizes a comprehensive fundraising strategy for current and future A.D.R.O.P. programs. Includes, but not limited to, management of fundraising events and relationship management with current and future donors.
- Works collaboratively with the various offices of the Augustinian Province of Saint Thomas of Villanova and the A.D.R.O.P. Board of Directors to align A.D.R.O.P. specific plans and activities with the priorities and goals of the Province.
- Develops and oversees execution of realistic long-term and short-term budgets that remain consistent with fiduciary laws and regulations.
- Oversees recruitment, hiring, and professional development of personnel and volunteers consistent with the policies of the Province of Saint Thomas of Villanova.
- Assist with administration of the A.D.R.O.P. Board of Directors including hosting Board Meetings, serving as an “ex-officio” member, and identifying new members.
- Oversees development and execution of all strategic communications for the A.D.R.O.P. mission and organization.
- Responsible for ensuring compliance with all applicable laws, regulations, and licensing requirements for the Unity Clinic.

Qualifications

The ideal candidate will have a passion for the mission of A.D.R.O.P. and the populations of people it serves. The candidate should have demonstrated competencies in working collaboratively with others, multitasking and prioritizing work in a fast-paced environment, leading and managing employees and volunteers, and knowledge of financial, medical, and personnel laws and regulations in a non-profit context.

Specific Educational and Experience Requirements:

- Bachelor Degree in a related field (Masters degree preferred).
- Knowledge of and desire to implement the Augustinian philosophy of Justice & Peace and Catholic Social Teaching.
- Previous experience in administration of a non-profit organization with a Roman Catholic orientation.
- Ability to pass background clearance to work with children.
- Knowledge of Budgeting best practices and Quickbooks.
- Proficiency in Spanish and/or Bahasa Indonesian preferred.
- Previous healthcare experience preferred.

For questions or to be considered for the position, please contact

Director of Justice & Peace, Province of Saint Thomas of Villanova
Fr. Jeremy Hiers, O.S.A.
214 Ashwood Road
Villanova, PA 19085-0340
Jeremy.Hiers@augustinian.org
(445) 206-0825

To be considered for the position, please include the following:

- Cover Letter
- Resume
- List of three references including contact information and short description of their relationship with you.