



Communicators for Women Religious

Position Description

Position Title: Executive Director
Job Status: Exempt / 32 Hours
Location: 5401 S. Cornell Avenue, Chicago, IL 60615
(Remote work / Telecommuting possible)

Reports to: CWR Board of Directors

Position Description: The Executive Director (ED) is the key management leader of the organization known as Communicators for Women Religious (CWR). The Executive Director is responsible for overseeing the general administration, operational budget, programs and strategic plan of the organization. Other key responsibilities include fundraising, grant writing and reporting, marketing, and community outreach. The ED is appointed by the CWR Board of Directors and reports directly to the Board.

General Responsibilities:

Leadership and Management:

The Executive Director works with the Board to fulfill CWR's mission. In this capacity, the ED is responsible for:

- Providing leadership to CWR in a manner that supports and guides CWR's mission as defined by the Board and inherent in the Strategic Plan and governing policies.
- Communicating effectively with the Board regularly, bringing immediate concerns forward for consultation, recommendations and implementation following Board interaction.
- Sharing, in a timely and accurate manner, all the information necessary for the Board to carry out its oversight responsibility and make informed decisions to further the mission and work of CWR.
- Supervision of CWR staff.

CWR Mission and Strategy:

The Executive Director works closely with CWR's Board and staff to ensure that the mission is fulfilled through its programs, strategic plan, and other community outreach endeavors. Along with the Board, the ED is responsible for:

- Implementation of CWR's programs, including the annual conference and other member benefits, that carry out CWR's mission.
- Supervision and implementation of the 2019-2022 Strategic Plan, such that it continues to lead CWR forward in a manner that results in substantial achievement of the plan's goals.
- Maintaining a visible presence for and of CWR in the community.
- Working closely with other professional, civic and private organizations that align with the mission of CWR.



- Promotion of the activities and programs of CWR using appropriate vehicles of communication. Represent CWR programs and activities to other agencies, organizations and the general public in a manner that highlights and supports CWR's mission.

Financial Performance:

The Executive Director makes every effort to develop and cultivate resources sufficient to ensure the long-term financial health of CWR. Working with the Finance Committee, the ED is responsible for:

- Creating and submitting an operational national office budget to the Board for approval.
- Providing financial statements on a regular basis that accurately reflect the financial condition of CWR.
- Ensuring that CWR is operating within the approved budget by:
 - providing maintenance of the budget such that CWR remains in a positive financial position.
 - capitalizing on available resources to supplement the budget.
- Fundraising initiatives that support CWR's mission including:
 - investigation of new sources of revenue.
 - obtainment of new avenues of financial support.
 - grant submissions.
- Conducting official correspondence of CWR.
- Execute legal documents with Board approval.

Internal CWR Operations:

The Executive Director oversees and implements appropriate resources (financial and human resources) to ensure that CWR's internal organizational structures remain on a solid footing. In conjunction with Board approval, the ED is responsible for:

- Effective administration of all CWR operations.
- Timely and comprehensive grant reporting to granting entities.
- Hiring and retention of competent, qualified staff to meet the goals and objectives of the Strategic Plan and the broader Mission of CWR.
- Evaluative responsibilities with staff.
- Recommendations for salary adjustments for staff, based on evaluative processes, current market salary indicators and the financial state of CWR.
- Signing all Board approved agreements and/or new partnerships entered into on behalf of CWR and the Board.
- Working collaboratively with standing and/or ad hoc CWR committees.



Essential Skills and Knowledge and/or Abilities:

- Superb written/verbal communication skills
- Significant management experience including strategic planning, budgeting and operations
- Entrepreneurial vision to recognize needs and create opportunities for a member organization
- Ability to adapt messages to a variety of audiences and embrace emerging communication media
- Competence in a fast-paced working environment
- Aptitude for management and prioritizing of competing deadlines
- Ability to work independently as well as to work collaboratively with colleagues
- Experience with website management and social and electronic media platforms

Preferred Skills, Knowledge and /or Abilities:

- Significant not-for-profit experience
- Association management experience
- Proficiency with computer applications including Quickbooks, Microsoft Office, Dropbox and Google Docs
- Familiarity with the Roman Catholic Church and its teachings
- Familiarity with the culture, mission and vision of Catholic Sisters

Education and Experience:

- Bachelor's Degree in Non-Profit Management, Public Relations, Communications or related field
- 10 years progressive management experience in a mission-driven organization
- A vision that encompasses the changing philosophy of communications and fundraising in today's society as related to religious organizations as well as a vision to inspire others
- Sensitivity to and understanding of diverse academic, socioeconomic, cultural and ethnic backgrounds

Flexible Work Environment:

CWR is headquartered in Chicago, IL, however, the Executive Director may telecommute provided her/his home office has a high-speed internet connection (with download speeds of at least 25 Mbps.), webcam and dedicated, quiet workspace. Regular contact with the office staff is required via phone and video conference platform. A laptop PC will be provided for CWR-specific work. Periodic (quarterly at a minimum) visits to the Chicago office will be required. The prospective Executive Director must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the prospective Executive Director.



Travel and Schedule: The position requires some nights and weekends for events, meetings and conferences.

Compensation: Salary will be commensurate with experience. Benefits are available.