

St Charles Center for Faith+Action
Draft Job Description: Executive Director

The Center seeks an Executive Director to lead a non-profit organization located in New Orleans, LA with a local, regional, and national reach at the intersection of faith and social justice. Current organizational priorities are racial justice and the criminal legal system.

Center Mission:

The mission of The St. Charles Center for Faith + Action (the “Center”) is to work at the intersection of faith and justice, bringing faith leaders, community members, and experts together to foster action and partnerships based on shared understandings and experiences leading to personal growth, public advocacy, and service to the community.

All primary faith paths call adherents to work for the common good. While weekly participation in faith communities is decreasing, people’s curiosity about spirituality and social action is rising. The Center seeks to merge the best spiritual teachings with the call to work for the world’s good for people of all faiths, all faith leaders, and those called to action.

Core Values:

Justice: We believe in racial and economic justice for all.

Faith: Faith can inspire and motivate us to work towards a more just and equitable world.

Collaboration: We believe we can achieve more by working together with others who share our values and vision.

Equity: We believe that everyone deserves to have an equal opportunity to thrive.

What is the Job

The ED will be able to balance innovation and sustainability, bringing an entrepreneurial spirit and tolerance for risk while also building a core organization and successful, mission-driven programming.

Community Partnerships:

At the heart of The Center’s work is a deep commitment to **community-centered partnerships** that ensure our programming is shaped by those most directly impacted by the issues we address. The Executive Director plays a vital role in nurturing and strengthening these relationships, fostering collaboration between faith communities, grassroots organizations, and local leaders. By engaging community members in the **design, guidance, and facilitation** of our programs, The Center ensures that its initiatives are not only **responsive and relevant** but also **empowering and transformative**. The Executive Director will be responsible for deepening these partnerships, creating spaces for shared leadership, and advancing a model of faith-based social action that is truly **co-created with the community**.

Fundraising:

The Executive Director, in collaboration with the Board, leads development for Center fundraising activities, including solicitations from donors and foundations, relationships, and stewardship. Their passion for the organization's work instills excitement in potential donors and Board members.

Public Relations:

The Executive Director is the Center's chief spokesperson, builds relationships/collaborations with communities of faith/conscience and with experts, and works to elevate the profile of the Center locally, regionally, and nationally.

Program Oversight and Evaluation:

The Executive Director provides strategic oversight and direction for the Center's programming, collaborating with staff and the board to ensure alignment with its mission and goals. They support staff in developing, implementing, and continuously evaluating the Center's core programs. With a strong focus on program oversight and assessment, they lead iterative program improvement cycles and use evaluation data to measure impact, enhance effectiveness, and communicate the Center's programmatic success.

Finances:

The Executive Director oversees the annual budget development in collaboration with the Board Treasurer, setting priorities in alignment with Board policies and with input from the Staff and Board. The Executive Director ensures proper management of the organization's resources and that non-profit fund accounting principles are correctly adhered to. They have an accurate understanding of the organization's financial picture at all times and promptly inform the Board of the Center's economic position.

Personnel:

The Executive Director leads and supports an established, adequate staff of 1 FTE, 2 PTEs, and consultants who shape and implement the Center's work. They maintain an environment that attracts and motivates top-quality professional and volunteer people. The Executive Director is sensitive to all personnel matters and ensures all policies and procedures comply with current laws and regulations. They regularly review personnel policies, recommend changes to the board, and report on staff evaluations to the appropriate Board Committee.

Collaborative Work with the Board & Committees:

The Executive Director is hired by and reports to the Board. The ED provides support for and is a non-voting member of the Board, Executive Committee, and other Board Committees. They work with the Board to help with recruitment and composition, and they ensure that the Board is kept fully informed of the center's condition regarding all important factors influencing its development and health, both internal and external. They also collaborate to identify gaps the Center is positioned to fill consistently with its mission.

Membership/Partnership Structure: Develop a membership/partnership structure, recruit, and maintain relationships with members/partners.

Leadership/Work Style

Collaborative Leadership:

The ED leads by example, facilitates an effective team, and builds an organization supporting work at the intersection of faith and social justice. As the lead staff member and spokesperson, the ED is passionate about the work the Center provides and supports and has an integral understanding of the spirit and mission of the organization. This individual has the cultural competence, vision, and necessary skill sets to build and motivate a professional team and to bring the Center into its next phase of maturation as a sustainable organization with robust programming at the intersection of faith and social justice. They can multitask while considering both the big picture & details, able to manage multiple projects and competing demands.

Qualifications

Required:

- A strong history of working with and building teams
- Significant experience leading an organization and, ideally, significant non-profit experience in social justice work that is aligned with the Center's mission and values
- Experience with human resource management and, ideally, program and event management
- Personal experience working in or through communities of faith/conscience, including ease with interfaith fluency
- Personal experience working for social justice
- A passion for social justice and a working knowledge of the contemporary landscape of social justice issues
- Ability to foster a workplace culture that is Inclusive, equitable, accessible, and respectful.
- Experience managing day-to-day operations aligned with organizational goals and values.
- A record of building trust and engagement within a program while managing the inclusion of stakeholders at multiple levels.
- Excellent written and oral communication skills are essential for effectively presenting the Center's work and commitment to the local community.
- An effective facilitator to diverse audiences across the spectrum of social justice issues
- A record of fiscal responsibility and budget development/management.
- Strong communication skills, including public speaking, writing, group facilitation, and social media.

Preferred:

- At least 5 years of experience in a significant leadership role, ideally within a non-profit organization with a cultural and/or social justice focus.
- Track record of successful grant-writing and grants management.
- Experience with organization and program assessment, evaluation, and quality improvement.

- Track record as a strategic planner and fundraiser includes experience building long-term relationships with major donors and foundations and effective grant writing and administration. Both Gulf Coast regional and national experience is a plus
- At least a bachelor's degree, preferably an advanced degree in a related field or equivalent experience, or with equivalent lived-experience.

Location & Travel:

The Executive Director must be able to hold regular in-person meetings throughout the greater New Orleans metro area, with their primary office at the Center. The director will also need to travel regionally and nationally to represent the Center with fundraising efforts, attend conferences, and give presentations about the organization's work.

Skills desired:

Grant writing

Fundraising

Comprehensive computer skills, including office-type software, website, and social media

Able to manage in-person and virtual convenings and electronic interfaces

Accounting/CRM software

Managing contractual relationships & fiscal sponsorships

Salary and Benefits

- The salary is between \$60,000 and \$74,000 per year, depending on experience and pending board approval.
- Flexible benefits package.
- Generous paid time off.
- Hybrid in-office and remote work schedule. Flex-time.

How To Apply

Submit a letter of interest, resume, and three references to jobs@StCharlesAve.Center. We will only consider applications with all three items.

Letter of interest should address:

- the way you see restorative justice as a way to strengthen New Orleans and other communities
- the necessity of undoing racism work as a foundational piece in this work
- and the importance of people of faith/conscience in social justice movement work.

Questions? Please email them to jobs@StCharlesAve.Center.

This position will be filled as soon as a qualified applicant is identified and accepted—**preference is given to applications received by Monday, March 10, 2025.**

The St. Charles Center for Faith Plus Action is an equal opportunity employer and will not discriminate against any job applicant or employee because of that person's race, color, sex, gender, gender identity, age, religion, national or ethnic origin, disability, sexual orientation, creed, citizenship, HIV status, or marital status. We recognize the value of diversity in the workplace and urge people in all protected groups to apply for employment.