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Job Opening
Collaborative Center for Justice Director
February, 2023

The Collaborative Center for Justice is currently seeking a candidate for the position of Director.

DEFINITION OF POSITION

The Collaborative Center for Justice advocates for systemic change and educates individuals about social justice in order to make a difference in the lives of people who are poor and alienated. The Center was founded by and is mainly supported by six congregations of Catholic women religious in Connecticut. In addition to continuing to work with these sponsoring congregations and support their involvement in social justice education and advocacy, the Center seeks to expand its reach among the Catholic community and other people of faith committed to social justice to achieve a more diverse base for advocacy and financial support.

The Director directs the operations and activities of the Center and speaks for, and stands with, those who are poor and alienated in our society in a spirit of justice and charity.

ACCOUNTABILITY

The Director is accountable to the Board of Trustees and evaluated by the Board of Trustees.

QUALIFICATIONS

- Administrative and organizational skills and experience
- Commitment to advocacy on behalf of people who are poor and alienated, including in faith-based organizations/settings
- Knowledge of the social teachings of the Catholic Church
- Knowledge of legislative issues
- Proven ability/experience in involving people in action on issues
- Experience with fundraising/development, including grant writing
- Experience facilitating social analysis and theological reflection
- Collaborative style of leadership and operations management
- Experience working and collaborating with Board of Trustees and Corporate Members (volunteer leadership)
- Written communication and public speaking skills
- Computer literacy and social media skills
- Bachelor's degree or four or more years of relevant experience

RESPONSIBILITIES

A. Related to the Center's Mission and Vision

- Assist sponsoring religious Congregations and Board of Trustees in implementing the Mission and Vision of the Center

- Develop and implement a plan for educating members of sponsoring religious Congregations and others to speak on issues
- Assist in strengthening the voice of women religious and Catholic lay people as they stand with people in Connecticut who are poor and without a strong voice
- Foster and develop communication links with the social justice minded Catholic community in Connecticut and new and existing advocacy networks
- Represent the Center in public forums and to other organizations
- Establish goals, annually, for addressing issues

B. Related to the Administration of the Center

- Function within the scope of the Mission statement of the Center and the bylaws and policies determined by Corporation and the Board of Trustees
- Oversee the daily operations of the Center, including management of Center funds, filing reports required by the state and federal government and by granting organizations, regular reporting on activities and finances to the Board of Trustees and representatives of the Sponsoring Congregations
- In partnership with the Board, develop and monitor the annual budget of the Center
- In partnership with the Board, seek other sources of revenue, including individual contributions and grants, to support the work of the Center
- Support the work of the committees of the Board of Trustees
- Hire, supervise, evaluate and terminate staff in a manner which demonstrates non-discrimination, justice and sensitivity
- Provide materials to the Board and Committees as needed/requested in a timely manner
- Meet with the Board Chair, Executive Committee, Committee Chairs and individual members of the Board as needed to accomplish the Mission of the Center
- Assist in the development and implementation of strategic plan for the Center

ESSENTIAL FUNCTIONS

Physical Requirements:

- Significant amount of desk and computer work
- Frequent car trips to meetings
- Extended working hours to attend meetings and diverse gatherings

SALARY: \$58,000 - \$64,000, depending on experience and qualifications. Health insurance and contributions to retirement plan

To apply: Please submit a cover letter, resume and the names and contact information for three references by March 10. Applications will be reviewed on a rolling basis.

If you are not applying on a job board, please e-mail your materials to advocacy@ccfj.org with “CCFJ Director Application” in the subject line.

MISSION: Rooted in the Gospel and committed to Catholic social teaching, the Collaborative Center for Justice advocates for systemic change and educates individuals about social justice in order to make a difference in the lives of people who are poor and alienated.

The Collaborative Center for Justice is an equal opportunity employer.