

CATHOLIC VOLUNTEER NETWORK

Executive Director

Trinity Executive Partnership is assisting Catholic Volunteer Network, located in Takoma Park, Maryland, in the recruitment of a new Executive Director.

Catholic Volunteer Network fosters and promotes full-time domestic and international faith-based volunteer service opportunities for people of all ages, backgrounds, and skills. As the leading membership organization of Christian volunteer and mission programs, it supports and enhances the work of its members through volunteer recruitment, training and resources, networking opportunities and advocacy.

For more than 54 years, Catholic Volunteer Network has been the leading advocate for faith-based service. In the past year, CVN supported 18,587 volunteers serving with 180 programs. Collectively these volunteers impacted the lives of more than 2,821,000 individuals through a variety of services including education, social work, health care, sustainable farming initiatives, prison ministry, homeless services, and much more. Volunteers served in 45 states and 109 countries.

Responsibilities: The Executive Director, responsible to the Catholic Volunteer Network Board Chairperson, will provide national leadership to strengthen the lay mission movement through the efforts of Catholic Volunteer Network and its member programs. The Executive Director is responsible for the overall leadership, direction and outcomes of Catholic Volunteer Network. Areas of responsibility include executing the objectives of CVN's strategic planning, managing the fund raising effort to support the annual operating budget, coordinating the delivery of membership services, conducting public relations with partner organizations, and serving as staff to CVN Board and its committees. The Executive Director is responsible for the overall operations of CVN and has three direct reports responsible for the day-to-day functions including development, operations and finance.

Qualifications:

- Bachelor's degree required, Master's degree preferred.
- Minimum ten years' experience in non-profit management.
- Charismatic leader with a strong personal value system, particularly in relationship to the Catholic faith.
- Experience with a faith-based service program in a religious organization and/or with a similar membership/association type of central office is strongly preferred.
- Excellent written, communication and people skills, including experience writing/preparing written communications or publications.
- Strong organizational and time-management skills.
- Creative, business-minded thinker, with a proven track record of successful fundraising endeavors.
- Capable of both a high degree of independence and team approach in work responsibilities.
- Proven aptitude with MS Office (Word, Excel, Access, Power Point, Publisher) and database management software.

As part of Catholic Volunteer Network's commitment to recruiting and retaining a just and representative work and volunteer force, they encourage people of color and individuals with

disabilities to apply. Catholic Volunteer Network is an equal opportunity employer. It is their 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.

<https://www.catholicvolunteernetwork.org/>

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