

The GIVEN Institute

Executive Director (REMOTE POSITION)

The GIVEN Institute (“GIVEN”) is a four-year old not-for-profit organization dedicated to activating the gifts of young adult women for the Catholic Church and the world. GIVEN’s mission is to inspire and equip the next generation of female leaders to “receive the gift that they are; realize the gifts they have been given; and respond with the gift that only they can give.” Through leadership training, faith formation, and dedicated mentoring, GIVEN helps form women for mission and for life.

GIVEN’s next Executive Director (ED) will guide the organization to a more mature phase by making sure systems are in place for all operational facets of the organization and leading the planning, implementation and management of fundraising and donor relations. The ED works closely with an independent Board of Directors to fulfill GIVEN’s mission and leads a team of top-performing staff members. The successful candidate will have strong leadership and people skills, a polished media and speaking presence, and proven experience with fundraising and organizational development.

PRIMARY RESPONSIBILITIES:

Leadership and Management:

- Oversees the leadership and operational administration of GIVEN.
- Works with the Board of Directors to define long term strategy and operational planning.
- Recommends timelines and resources needed to achieve strategic goals.
- Reports to the Board Chair and meets with the Board on a quarterly basis to report on organizational results; leads Annual Review with the Board Chair and the Treasurer.
- Implements GIVEN’s strategic plan and regularly measures and evaluates programs through Key Performance Indicators (KPI’s) to ensure program excellence.
- Oversees bi-annual GIVEN Forum conference (GIVEN Forum) and GIVEN Academy.

Fundraising:

- Develops and executes GIVEN’s short and long-term fundraising strategy, including
 - (i) overseeing grant application processes and fundraising proposals;
 - (ii) researching individuals, corporations, and foundations that would be potentially interested in supporting GIVEN financially.
 - (iii) conveying GIVEN’s mission, vision, and programs to potential donors;
 - (iv) maintaining and strengthening relationships with stakeholders and prospective donors;
 - (v) meeting with and communicating regularly with stakeholders, donors, and foundations; and
 - (vi) preparing accurate and timely analyses that capture and communicate fundraising results, variances, and performance trends.

Communications:

- Deepens and refines all aspects of communications—from web presence to external relations with the goal of creating a stronger brand.
- Develops and promotes GIVEN's brand and messaging.
- Serves as GIVEN's chief spokesperson and leads efforts to build the organization's exposure among key stakeholders, including leaders in the Catholic Church, University chaplains, prominent Catholic lay leaders in various fields, and donors.
- Responsible for relationship management with constituents, including the communities of women religious in the United States.
- Actively engages and energizes GIVEN's Board, committees, alumni, partnering organizations, and funders.

Management and Authority:

- Reports to the Board Chair.
- Meets on a quarterly basis with the finance committee and participates in an annual review with the Board Chair and the Treasurer.
- Supervises staff and volunteers, all who are engaged remotely.

Professional Qualifications:

- A leader who is committed to GIVEN's mission and possesses an entrepreneurial instinct.
- Bachelor's degree: advanced degree preferred.
- Non-profit or for-profit management experience.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of GIVEN's future to staff, Board, volunteers, and donors.
- Knowledge of fundraising strategies and donor relations unique to non-profit sectors.
- Strong written and oral communications skills.
- Demonstrated ability to oversee and collaborate with a team.
- Experienced and skilled working with a Board of Directors.
- Previous success in generating new revenue streams and improving financial results.
- Strong fiscal management skills, including budget preparation, analysis, decision making and reporting.
- Significant travel required.

Additional Requirements:

- Must be a practicing Catholic, in good standing with the Church, and a person of prayer who is committed to the Catholic faith.

Salary and Benefits:

- Compensation is competitive and commensurate with experience.
- Competitive benefits package.
- Location: remote position, with travel to attend GIVEN events, Board meetings, staff meetings and meetings with stakeholders.

Interested and qualified candidates should provide a cover letter, a current resume, and three references no later than **January 31, 2023** to careers@giveninstitute.com.