



Intercommunity Peace & Justice Center

a collaboration of

sponsoring communities: Adrian Dominican Sisters • Congregation of the Sisters of St. Joseph of Peace
Jesuits West • Sisters of the Holy Names of Jesus and Mary, U.S.-Ontario Province
Sisters of Providence, Mother Joseph Province • Sisters of St. Francis of Philadelphia • Tacoma Dominicans
affiliate communities: Benedictine Sisters of Cottonwood, Idaho • Benedictine Sisters of Lacey
Benedictine Sisters of Mt. Angel • Dominican Sisters of Mission San Jose • Dominican Sisters of Racine
Dominican Sisters of San Rafael • Sinsinawa Dominicans • Sisters of Charity of the Blessed Virgin Mary
Sisters of St. Francis of Redwood City • Sisters of St. Joseph of Carondelet • Sisters of St. Mary of Oregon
Sisters of the Holy Family • Sisters of the Presentation, San Francisco • Society of Helpers
Society of the Holy Child Jesus • Society of the Sacred Heart • Ursuline Sisters of the Roman Union
1216 NE 65th St • Seattle, WA 98115 • 206.223.1138 • ipjc@ipjc.org • ipjc.org

Executive Director

Intercommunity Peace & Justice Center (IPJC)

The Intercommunity Peace and Justice Center, informed by the values of spirituality, community, equity, and collaboration, and rooted in the charisms of our sponsoring communities, envisions an equitable world of love, justice, and mercy. We are part of an intergenerational web of faith-based communities and other organizations acting to center the voices of those directly impacted by injustice. We build a culture of encounter and inclusion by sharing our resources to uphold the dignity and care of all creation.

Job Description

The Intercommunity Peace & Justice Center (IPJC) is seeking its next Executive Director at a pivotal moment for the Church and the wider community. The Executive Director will guide IPJC's mission and public witness, helping the organization respond to emerging needs while remaining rooted in the Gospel call to justice and peace. This role represents IPJC publicly, aligns strategy across programs, staff, and the board, and leads fundraising to sustain and grow the Center's work.

Duties and Responsibilities

Governance

- Reports to the Board of Directors and staffs Board meetings and committee meetings.
- Collaborates with the Board to define or refine the vision and mission, set priorities, and determine necessary policies.
- Communicates with the Board through regular and timely reporting to support Board function and decision-making.
- Seeks the Board's involvement where needed to further IPJC's outreach and enhance financial resources.
- Maintains relationships with the *founding* congregations in collaboration with the congregational representatives on the Board of Directors and Board of Members.

Mission and Strategy

- Promotes the vision and mission of IPJC through collaboration with the Board, staff, and outside partnerships with other social justice and advocacy organizations, both religious and secular.
- Works to deepen IPJC's commitment to community organizing, leadership development, and synodality.
- Facilitates and supports community listening, particularly through IPJC's programs, to determine the priorities and necessary social action to address and educate on the justice issues of our day.
- Assumes responsibility for strategic planning and implementation in consultation with the Board and staff.
- Communicates regularly with sponsor and affiliate communities.
- Assures that all programming integrates and flows from the charism of justice and peace mediated through the sponsoring communities.

Financial and Resource Management

- In collaboration with the Director of Finance, prepares an annual draft budget, and once approved by the Board of Directors, manages resource allocation for programming and identifies opportunities to generate revenue.
- Evaluates the programmatic needs of the organization and secures the appropriate facilities and tools for effective and successful activities.
- Working closely with the Board of Directors, leads the organization's fundraising and development efforts by:
 - Developing and implementing fundraising strategies with the Board and staff;
 - Building relationships with major donors, foundations, corporations, and community partners;
 - Identifying, cultivating, and soliciting major gifts;
 - Overseeing donor stewardship, through effective donor engagement and leadership.
- In collaboration with staff and program leads, develops an institutional and individual membership base that cultivates greater participation, leadership development, and financial investment in the Center.

Human Resource Management, Staff, and Culture

- Coordinates the administrative aspects of IPJC and works collaboratively with staff to accomplish tasks and programs, ensuring that the Center's goals are met in an efficient and professional manner.
- Fosters a culture of hospitality, inclusion, and collaboration while holding staff accountable.
- Hire, develop, and manage staff in accordance with the policies and procedures and conduct annual performance reviews.

Communications

- Serves as the public representative of the organization at community events, representing the organization through the lens of Catholic Social Teaching and the charism of the sponsoring religious communities.
- Evaluates and identifies when to sign on to specific actions in collaboration with other organizations, as well as when to make public statements on specific social justice issues.

- Develops and implements a clear, simple, and effective communication strategy, managing the public image of the Center, clarifying its mission and programming, and eliciting financial and volunteer support.
- Oversees the *A Matter of Spirit* process, serving on the editorial board and providing editorial oversight at each stage.

Qualifications

Required

- Bachelor's Degree
- Commitment to IPJC's mission, with respect and understanding particularly of the charism of the sponsoring religious communities.
- Knowledge of the structure and culture of the Catholic Church structure and a willingness to promote its faith tradition grounded on Catholic Social Teaching.
- Knowledge of and experience with community organizing and synodality.
- A minimum of three years of experience, or equivalent experience, in a senior managerial administrative position requiring a collaborative leadership style and responsibility for strategic planning and implementation, program development and performance improvement, fiscal and data management, and supervision of professional staff.
- Experience working with a Board of Directors.
- Demonstrated success in fundraising and financial resource development, with specific experience in donor cultivation and grant fundraising.
- Effective interpersonal skills and presence, including oral and written language.
- Knowledge of and experience with emerging technology, and a commitment to utilizing data-driven practices when appropriate and possible.
- A flexible work schedule with the ability to travel, attend meetings at various times throughout the day and week, including weekends and nights.

Preferred

- Master's Degree or advanced training in a related field.
- Theological formation and community organizing training.
- Knowledge of and networking experience with social justice organizations locally, nationally, and internationally.
- Bilingual Spanish and English.

Benefits

- Full-time – \$90,000–\$105,000 per year.
- Healthcare (after 90 days).
- 15 paid holidays (including Institutional rest week), vacation leave starting at 3 weeks a year.
- SEP-IRA contribution after one year of service.
- Full paid medical and family leave.

Applications will be reviewed on a rolling basis until the position is filled. Please submit a cover letter, resume, and three references to IPJC at EDjob@ipjc.org.