



## **Quixote Center**

### **Position Announcement: Executive Director**

**Start date: Fall 2021**

#### **About Us:**

The Quixote Center (QC) is a multi-issue social justice 501(c)(3) organization founded in 1976. We stand in solidarity and friendship with those who seek to improve the lives of our neighbors, providing support, technical assistance, and funding to further their work and allow their movements and programs to take hold. We currently work with partners in Nicaragua, Haiti, Mexico, and the United States. For more information, please visit our website at [www.quixote.org](http://www.quixote.org).

#### **About the Executive Director role:**

The Executive Director (ED) will serve as the chief inspirer and administrator, creating and implementing policies and programs to carry out the work of the organization. Reporting to the Board of Directors, the ED will maintain open communication about the operations and needs of the organization via regular presentations, monthly and ad hoc reports, and meetings.

The ED will maintain and increase our extensive partner network, in the US and internationally, and will ensure our ability to provide our partners with necessary resources to accomplish their goals. Equally important, the ED will further grow and diversify the funding base, engaging donors, funders, and community stakeholders in rewarding and long-lasting partnerships with QC. The ED is the chief spokesperson and coalition builder, proactively raising awareness, funding, and cross-sector collaboration in support of QC's mission. Finally, the ED will host parties and other gatherings to bring people together to celebrate our shared endeavors.

The incoming leader will maintain a culture of trust and empathy, be a fundraiser, embody the core values of our organization, and lead efforts to develop the Board, staff, and volunteers to become effective change-makers.

The ED will travel to visit programs, partners, and supporters. Travel will amount to approximately 10% of time in most years.

Other key responsibilities include oversight and preparation of the annual budget, facilitation of periodic audits and compliance, management of the physical assets and technology of the organization, and grant writing and reporting. In addition, the ED will lead the design and execution of a three-year strategic plan and ongoing mission clarification.

#### **Compensation**

The annual salary for this position begins at \$65,000. The QC offers a robust benefits package including: 100% employer paid health insurance (with employee option to purchase for

spouse/dependents), 15 days paid vacation (20 days after 1 year of service), 12 days paid sick leave per year, 12 paid holidays, generous employer matching for 403(b) after 1 year of service, access to on-site gym, and paid professional development.

### **About the Candidate**

The ideal candidate is a charismatic leader, fundraiser, and storyteller who enjoys and promotes social interaction, and a steadfast and accountable individual who leads with grace. The incoming ED is an experienced public speaker who is comfortable addressing diverse audiences in many settings, from small, informal chats to formal presentations to large audiences. The ED will demonstrate commitment to equity, diversity, justice, and inclusion in both personal and professional journeys.

We expect the incoming ED to have a minimum of five years of proven success leading nonprofits, experience managing an annual budget for a similar size nonprofit, and demonstrated success raising funds via direct mail and other means. A Bachelor's degree or equivalent proficiency is required. Experience in social justice organizations, with international programs, and with immigration issues is desired and should be highlighted in your application. Familiarity with principles of Catholic social justice is a plus.

Fluency in Spanish, French, or Haitian Creole is strongly desired. In addition to knowledge of social justice-informed practices and relationship management skills, the ideal candidate will have proficiency in Office 365, Sharepoint, WordPress, Salsa Labs or similar CRM platform, Twitter, and Facebook.

The QC office is located in Greenbelt, MD, in the greater metropolitan DC area. Ideally, the ED will live in the DC area and spend most working time in the office, with occasional remote work possible.

The candidate should have an unflinching sense of humor, the flexibility of a cat, and a touch of lunacy to say, along with Don Quixote, “Too much sanity may be madness. And maddest of all, to see life as it is and not as it should be!”

The Quixote Center is committed to diversity, equity, and inclusion and welcomes all qualified applicants, regardless of race, religion, gender or gender identity or expression, sexual orientation, national origin, disability, or age.

### **How to Apply**

For consideration, all interested candidates should submit a cover letter and resume at [EDsearch@quixote.org](mailto:EDsearch@quixote.org). Interested individuals are encouraged to apply immediately. Top candidates will be requested to share three professional references.

Applications received by August 15, 2021 will be prioritized. The position will remain open until filled. To obtain further details or inquire about this opportunity, contact John Marchese at [EDsearch@quixote.org](mailto:EDsearch@quixote.org).