Executive Director Job Description

The Institute’s Mission

The Institute for Advanced Catholic Studies, a 501c3 research institute located at the University of Southern California, fosters research, dialogue and renewal of the Church, the academic disciplines and society. It welcomes into serious conversation members of other religions interested in exploring the great Catholic tradition as it relates to a multitude of academic disciplines, issues, topics and challenges.

Executive Director: Job Description

The ED is the key management leader of the Institute, responsible for overseeing organizational administration, some program development, and implementation of the strategic plan of the organization. The ED’s central duty is ensuring day-to-day fulfillment of administrative, budget, program, communication, and fundraising goals as part of strategic plan that aims to establish within five years a residential research center for scholars.

The tasks for each of these areas include:

- Administrative: Coordinate and oversee Institute staff (an assistant, director of development and a director of communications); hold regular staff meetings; provide operating reports for the president and Board of Trustees; hire, evaluate, and retain qualified staff; prepare annual budget; develop and present quarterly financial statements; ensure resource utilization in line with budget; coordinate biannual board meetings; work with relevant board committees.
- Program: Provide visible leadership in USC and Catholic communities; form beneficial partnerships with relevant USC departments/centers; oversee annual speaker’s series; provide administrative leadership for special scholarly programs.
- Communication: Oversee regular e-mail communications to scholars and donors; oversee development of Institute’s social and traditional media presence; use Salesforce for optimum record-keeping and communication; oversee updating and revising of Institute publicity materials.
- Fundraising: Coordinate partnership between Directors of Development and Communications; participate in friend-raising events outside the office and after normal business hours.
Supervision

The Executive Director reports directly to the President of the Institute, who in turn is accountable to the Institute’s Board of Trustees.

Professional Qualifications

- PhD preferred, Master’s degree required.
- A sense of the Catholic tradition as an intellectual resource and tradition to be studied, extended, critiqued, and renewed.
- Proven budget development and management skills.
- Strong organizational abilities, including staff management, planning, delegating, program development, evaluations, and task facilitation.
- Strong written and oral communication skills.
- Familiarity with office software (Word, Excel, Powerpoint, Outlook), Salesforce, and online software (Skype, Twitter, Facebook, blogs).

Acceptance and review of applications will begin in August 2015 through the University of Southern California’s HR website.