

LABOR GUILD OF THE ARCHDIOCESE OF BOSTON

JOB DESCRIPTION

EXECUTIVE DIRECTOR

AFFILIATION

The Labor Guild is an affiliate of the Roman Catholic Archdiocese of Boston. It functions in accordance with all applicable human resource and financial policies of the Archdiocese. The Executive Director shall be a practicing Roman Catholic.

POSITION

The Executive-Director is responsible for the day-to-day activities of the Guild and will have overall responsibility for the Labor Guild's staff, its programs and the execution of its mission, subject to the advice and consent of The Guild's Executive Board. Coordinates and works with the Labor Guild's Chaplain in service to the Guild community. The ED will provide leadership that actively engages the board, staff, and any volunteers in implementing the organization's strategic plan, including membership, finance, program development, grant writing, and fundraising.

RESPONSIBILITIES

- Ensures the Labor Guild has a long-range strategy for supporting its mission and sustainability including but not limited to outreach and support of existing members and partners, as well as recruitment of new members and organizational partners.
- Plays a leadership role in developing and implementing a diverse and comprehensive fundraising strategy and raising funds annually. Coordinates and schedules with Chair of Fundraising Committee and Office Manager all fundraising efforts, including soliciting, formulating, and implementing grant proposals.
- Ensures effective systems to support Labor Guild programs including a Labor-Management Relations School; continuing education opportunities throughout the year; conducting Union certifications; the publication of a regular newsletter; and other programs approved by the Board.
- Oversees the coordination and implementation of the Cushing-Gavin Award celebration, including promotion, advertising, fundraising, website, and digital media program. Is primarily responsible for securing a location and negotiating prices for in person celebrations.

- Together with the Office Manager, edits, publishes, coordinates and schedules all Guild publications and announcements, including maintaining the website and all social media publications. Makes recommendations to the Executive Board about updates to technology.
- Representing the Catholic community and the Guild's Labor and Management membership in public and quasi-public settings including meeting interviews, legislative hearings, service on professional/industry boards, etc.
- Responds to requests and initiates inquiries of agency, corporate, educational, labor union, legal, political, religious leaders and groups, in accordance with Guild's goals and vision.
- Coordinates, schedules and prepares agenda and pertinent reports for Executive Board meetings with support from office staff, interns, and volunteers.
- Primary Guild correspondent writing "thank you", "congratulations" and "condolence" notes, as appropriate.
- Develops, maintains, and supports a diverse Executive Board
- Ensures compliance with federal, state, and local regulations.

PREFERRED QUALIFICATIONS

- 5 years' experience in labor-management relations, and coalition building
- Proven non-profit fundraising and public relations ability
- Experience with non-profit organizations
- Familiar with social justice teaching.
- Ability to identify and cultivate stakeholder groups, including unions, employers and church groups.
- Excellent organizational management including setting and achieving strategic objectives and managing a budget.
- Strong written and verbal skills with excellent interpersonal and multidisciplinary project skills.
- Action-oriented, adaptable, and creative approach to planning
- Ability to speak Spanish and/or other relevant World Languages desirable.
- Demonstrated proficiency in Microsoft Office products including Word, Excel, PowerPoint, and SharePoint.
- Demonstrated proficiency in budgeting and financial software.
- Zoom productions including semester planning and workshops.
- Developing Educational programs.
- Development of a-Synchronist and Synchronist educational products.

SELECTION PROCESS

Candidates for the position of Executive Director will be reviewed and interviewed by the Personnel Committee. Recommended candidates will be presented to the Executive Board of the Guild with an option to conduct final interviews. The Board will make the final selection.

Candidates for this position should send a cover letter, resume, contact information for three professional references (including email address and telephone number), and writing samples to office@laborguild.com. Written materials, such as fundraising proposals, strategic organizational or campaign plans, and/or organizing materials could strengthen the application.

Salary range: 55,000 (depending on experience) plus health benefits.

The Labor Guild is an equal opportunity, affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristics required by law.