

## **EXECUTIVE DIRECTOR**

### **Permanent Full-time Position based in Toronto, Canada**

#### Organization Background

The purpose of the Henri Nouwen Societies of Canada and the U.S. is to foster Henri's gospel spirituality, which excludes none and embraces all, with existing and new audiences across a variety of engagement platforms. We do this by building awareness of Henri and his books; establishing and nurturing partnerships that support the strategic goals of the Society and its sister organization, the Henri Nouwen Legacy Trust; and by maintaining and building the donor and funder base.

The Legacy Trust's purpose is to manage the literary estate, copyrights, and publisher relations; protect Henri's legacy and reputation; support the Henri J.M. Nouwen Archives and Research Collection housed at the University of St. Michael's College, Toronto; encourage scholarships; and promote teaching, study and publishing around Henri's canon and spirituality themes.

The Executive Director and Society staff support both organizations to ensure continuity in these interrelated efforts.

#### Summary

The Henri Nouwen Societies in Canada and the U.S. (HNS) and the Henri Nouwen Legacy Trust (HNL) are seeking an enthusiastic and knowledgeable Executive Director to lead both organizations into the future. This is an exciting opportunity for you to demonstrate your proven skills and expertise as you lead the HNS and the HNL forward in the fulfilment of their joint missions, while maintaining the financial health of both.

#### Description

1. Organizational Mission and Strategy: Works closely with the Board of Directors and Trustees to fulfill the Societies and Trust's core purposes.

- Work collaboratively with the Board in the development and implementation of the strategic plan, and develop and review the annual operational plan in order to fulfill the objectives of the strategic plan, providing monthly executional status.
- Communicate effectively with the Board of Directors and provide, in a timely and accurate manner and in collaboration with the Board Chair, all information necessary for the Board to function properly and to make informed decisions.
- Work with Trustees to develop and execute the Trust's annual strategic and operational plans.
- Foster a culture of innovation, collaboration, and excellence throughout the organization.

2. Financial Performance: Ensure the financial health and sustainability of the Societies and the Trust.

- Ensure the fiscal integrity of the Society, which includes submission of a proposed annual budget and monthly financial statements, developed in collaboration with the Finance Committee.

- Operate within the approved budget, ensuring maximum resource utilization, bringing any variances to plan to the Board of Directors.

3. Management and Operations: Oversees the day-to-day operations of the Society, ensuring that the core purpose of the Society is achieved, in accordance with the strategic plan and operational plan. Supports the work of the Trust in its management of the Nouwen Literary Estate, the Archives, and new publishing projects.

- Identify, plan, and execute the programs, initiatives and activities outlined in the operational plan, and report regularly to the Board on progress and variances to the plan.
- Build an effective and energetic staff team through the development of job descriptions, and the hiring, supervision, and retention of competent qualified staff and consultants.
- Oversee the management and publishing activities of Henri Nouwen's literary estate in collaboration with the Trust Publishing Committee, including fostering fruitful relationships with publishers and authors of new works.
- Work to preserve the legacy of Henri Nouwen by maintaining a productive relationship with the Henri J. M. Nouwen Archives and Research Collection at the University of St. Michael's College.

4. Fundraising: Develops funding resources to ensure the financial health and capacity growth of the Societies and the Trust.

- Work in collaboration with the Director of Fund Development and the Fund Development Committee to create effective fundraising strategies with donors and foundations.
- Identify and secure revenue necessary to support the Society's core purpose and programmatic efforts.
- Monitor and evaluate fundraising efforts, adjusting as needed to achieve financial goals.
- Create and grow an effective major donor development program.
- Explore grant opportunities and oversee the preparation of grant proposals and reports.

5. Program Development and Community Engagement: Works to ensure that the legacy of Henri Nouwen is preserved and promoted, utilizing appropriate forms of communication, programs, events, and strategies to reach a global audience.

- Serve as the Trust and Society's primary spokesperson to publishers, authors, constituents, media, donors, foundations, and the general public.
- Oversee, and contribute to the Society communications, including the Annual Report, newsletter, fundraising appeals, etc.
- Establish and maintain relationships with various organizations and key stakeholders in order to promote the writings of Henri Nouwen, and to advance the work of the Society
- Oversee the development of events and social media strategies in order to share the knowledge of the life and writings of Henri Nouwen
- Oversee the development and implementation of clear program goals and initiatives that align with the organization's mission and values
- Monitor program effectiveness, evaluate outcomes, and make recommendations for improvement

6. Governance and Board Relations: Ensure proper fiscal responsibility, transparency, and governance.

- Support the Board in their governance responsibilities, including board development, policy development, and strategic planning.
- Develop and implement policies and procedures to ensure compliance with legal and regulatory requirements.
- Facilitate effective communication and collaboration between the HNS and HNLT
- Facilitate effective communication and collaboration between the Board, Trustees, staff, contractors, partners, and volunteers.
- Support the Board Chair in the planning and coordination of meetings
- Ex Officio participation in all standing Board Committees

Key Qualifications

General

- Knowledge of Henri Nouwen's gospel spirituality and published works
- Demonstrated commitment to the core values and mission of the HNS and HNLT
- Dynamic leader characterized by high energy and enthusiasm
- Visionary and creative thinker
- Strong leadership and strategic thinking skills
- Proven organizational skills with ability to accomplish critical priorities for desired results
- Strong people (staff/contractor) management and relationship skills
- Ability to thrive within small organizational infrastructure
- Strong written and verbal communication skills

Functional

- Five years management experience in a non-profit organization leadership role
- Experience in supervising and managing staff with the ability to motivate and build a cohesive and high performing team
- Ability to develop/maintain strategic partnerships supportive of the HNS vision
- Successful track record in major donor and grant fundraising development
- Ability to negotiate and manage contracts with publishers, researchers and authors
- Working knowledge of social media and donor and member marketing to attract interest and achieve growth goals
- Proficiency in Microsoft Office Suite

Employment Type: Full time, permanent

Salary: \$100,000 - \$120,000 annually

Location: The office is located in Toronto.

A hybrid option is possible (part time in the office, part time remote)

The Henri Nouwen Societies and Henri Nouwen Legacy Trust value diversity, equity, and inclusion. We are an equal opportunity employer and welcome applications from all equity-seeking groups.

To apply for this position, please send your resume and cover letter to: [hr@henrinouwen.org](mailto:hr@henrinouwen.org)

The deadline for applications is July 28, 2023.

All offers of employment will be conditional upon the successful completion of reference checks and a Police Record Check. The Henri Nouwen Society thanks all those who apply for this position, however, only those candidates considered for an interview will be contacted.