

Quixote Center

Opening for Executive Director and “Dreamer in Chief”

Come Dream with Us!

Executive Director, Quixote Center: (start date – Spring 2017) The Quixote Center (QC), a 501(c)(3) organization based in College Park, MD, is seeking a full-time executive director. Founded in 1976, the QC is rooted in the Catholic social justice tradition. Working in solidarity with partner organizations and affected individuals and communities, it strives to produce lasting structural change in unjust social and economic systems to support the dignity and worth of people who are poor or disenfranchised. Historically, the QC has provided humanitarian aid, educational materials, and community building assistance in Nicaragua; supported reforestation efforts and environmental education in Haiti; worked for reform, inclusivity, and justice within the Catholic church; and campaigned for reform in the American criminal justice system, including abolition of the death penalty.

The current major program activities are Homes of Hope, which provides homes with secured financing for people with no previous access to bank loans; Haiti Reborn, which focuses on intensive reforestation; and Catholics Speak Out, which works for justice and reform within the Catholic Church, provides inclusive language bibles and lectionaries, and soon will begin projects to apply Catholic Social Teaching to current issues. The Quixote Center’s website is quixote.org.

Compensation: Competitive and based on qualifications. Health insurance, paid vacation, and retirement benefits.

Key Responsibilities: Under the general direction of the QC’s Board of Directors and in keeping with our vision and mission, the executive director:

- Internalizes and articulates the QC vision to the public;
- Manages all core-program activities;
- Recruits, hires, trains, and supervises staff;
- Develops and maintains effective contacts with major donors, and plans and implements web, phone, and mail fundraising;
- Ensures the upkeep and operations of all physical assets;
- Provides timely information and recommendations, including financial reports and a recommended annual budget, to the Board for its policy decisions, and then ensures implementation of those decisions;
- Develops and maintains effective networking with other key social justice individuals and groups in furtherance of the QC’s programs and policies; and
- Identifies, recommends to the Board, and implements innovative new program activities to fulfill the QC’s mission.

Education, Background, and Skills, and Experience

- **Required:**

- Sense of humor, sense of perspective, and ability to take oneself lightly.
- Demonstrated experience working toward social justice goals, especially in one or more of our current program areas.
- Three years of successful executive director or senior management experience in a comparable nonprofit organization.
- Ability to lead and foster effective collaboration in a work team and in broader networks.
- Fundraising experience, both with major donors and in planning and executing web, phone, and mail fundraising.
- Solid understanding of budgeting and general financial management, plus experience in managing a \$1 million budget.
- A strong public presence, excellent oral and written communication.
- Bachelor's Degree.
- Competency with standard office software.

- **Preferred:**

- Functional skill in spoken Spanish and/or Creole or French.
- In-depth knowledge of Catholic social justice teachings and tradition.
- Master's Degree or PhD.
- Experience with tilting at windmills.

Contact: Dolly Pomerleau,
jobs@quixote.org
no phone calls, please

Application requirements:

1. Cover letter
2. Resume
3. Three references from recent employers