



## Job Title: Executive Director

### General Statement:

Quaker Voluntary Service (QVS) seeks an individual to provide Spirit-grounded leadership and vision in the Executive Director role. QVS believes the power of people committing to Spirit-centered community as a source of loving transformation in the world, now and in the future, is vital to our world. You would be a great fit for this position if you believe Quaker spirituality has something to offer social justice movements and young adults; you have experience storytelling about your work and outcomes; you have interest and skills at administration and financial management; and you have experience working with nonprofit structures, including board collaboration and staff supervision and management.

You will be joining an amazing and dedicated team of people who are passionate about social justice and spirituality. QVS is a collaborative and relational environment where your coworkers are committed to your success. Our community is diverse in age, race, gender identity, and sexuality, and we believe that multicultural relationships are essential to our work. Though this is a remote position, you will have opportunities to gather in person with other staff.

### Job Description

The Executive Director develops, articulates, and communicates the organization's vision, mission, and plans to both internal and external audiences. The Executive Director is also the chief executive officer of QVS and is responsible for the effective management of all of the organization's affairs. This person ensures the effective supervision of QVS staff and provides leadership in building and maintaining a motivated and effective QVS staff team; creates strong relationships and partnerships with donors and other stakeholders; and garners the financial support needed to accomplish the QVS mission.

QVS began in 2012 in order to provide an opportunity for young adults to engage with Quaker spirituality in relation to social change and community living. The organization maintains this opportunity with programs in four cities (Boston, MA; Philadelphia, PA;

Portland, OR; and Twin Cities, MN). In the summer of 2025 we will offer our first summer program in Philadelphia, PA. QVS is still experiencing aftershocks from the COVID-19 pandemic regarding recruitment and retention of Fellows. In addition, we find ourselves in a time of transition regarding the needs and cultural norms of young adults. We are looking at ways to increase revenue and decrease spending and anticipate this will be a significant focus of the next Executive Director.

The Executive Director works closely with QVS board members, officers, and committee members. Major policy and budgetary decisions are made by the QVS Board in partnership with the Executive Director. The Executive Director effectively balances their own personal gifts of visioning, discernment, and planning with deep listening, careful consultation, and support for the growth and exercise of similar leadership gifts and skills by many others, both volunteers and staff.

The Executive Director of QVS must be either a member of the Religious Society of Friends or an active participant in a Quaker meeting or church. This person must demonstrate an ability to manage a team with strong collaborative leadership skills. This person must demonstrate a commitment to equity, diversity, and justice, and have the ability to relate well to diverse constituents, including Friends across theological branches. Excellent written and oral communication skills are needed along with a professional demeanor, self-motivated work habits, flexibility, and strong organizational and people management skills.

## **Primary Duties and Responsibilities**

### **Management and Supervision**

- Recruit, hire, lead, and develop high quality staff.
- Manage QVS staff members within approved plans, budgets, and policies.
- Meet in regular supervisory meetings with direct reports. Conduct annual performance reviews. As necessary, manage the process to terminate the employment of staff.
- This position currently supervises the following positions: Director of Program; Director of Equity & Empowerment; Operations and Administrative Manager; Development Manager; Summer Lab Coordinator; and Communications Coordinator.

## **Strategy and Communication**

- Position QVS as an exciting and viable option for young adults exploring a life of service by communicating our vision and applying that vision to the structures we build as an organization.
- Clearly communicate “the big picture,” including important strategic initiatives, concerns, understandings, and ideas, to staff, Board members, donors, and other stakeholders.
- Serve as the principal public face of QVS visiting Quaker meetings, churches, and events, and present QVS’s mission, goals, programs, and services. Engage in outreach to like-minded spiritual organizations.
- Maintain a regular speaking and writing campaign to keep the QVS brand, presence, and position strong for recruiting and funding, and oversee communications and other staff in doing the same.
- With board, staff, and stakeholders, develop a strategy to address challenges in recruitment and retention.
- Conduct periodic reviews/evaluations of QVS programs with recommendations for strategic moves going forward.
- Propose and assess the viability of new initiatives.

## **Development and Fundraising**

- Lead the QVS Development Program, including working with staff, consultants, and Board members to plan and implement an effective development strategy.
- Continue to grow a strong major donor program by identifying, cultivating relationships with, and soliciting contributions from active and potential donors who have the capacity to make significant gifts to QVS. This requires frequent travel (8+ trips per year) across the country to cultivate donor relationships.
- Continue to grow the community of donors who give gifts of *all* sizes. Engage with QVS Alumni regarding development. Spread enthusiasm to potential supporters.
- Invite donors to include QVS in their estate. Increase the number of donors with documented bequest plans. Support the growth of the endowment through planned giving.
- Cultivate relationships with, and raise money from, grant and foundation funding sources for support of existing and new QVS programs and projects.

## **Financial and Legal Responsibilities**

- Collaborate with other staff to develop an annual budget proposal.
- Ensure QVS functions efficiently within the approved budget.
- With the appropriate staff, ensure adequate and accurate accounting of all financial transactions and work with the Board Treasurer to provide regular financial reports to the Board.

- Ensure that the organization is in full legal compliance with relevant state and federal laws, communicating as necessary with legal counsel.

### **Support for Board and Committees**

- Ensure that the Board, its committees, and its officers receive the information and support needed to facilitate faithful and effective board work and decision-making.
- Attend all Board meetings and make appropriate reports.
- With the board, recruit and cultivate new board members as needed.
- Participate as an Ex Officio member of the Board of Directors

**Location:** Position is remote, with particular interest in candidates who live near a QVS program. This position requires significant travel for fundraising, board meetings, Fellow support, and outreach, which makes it important to be near a major airport. Frequent evening and weekend work expected.

**Hours:** Full-time (exempt)

**Supervisor:** The Executive Director is accountable to the QVS Board.

**Supervises:** The QVS Executive Director currently supervises the following direct reports:

- Director of Program
- Director of Equity and Inclusion (part-time)
- Operations and Administrative Manager
- Development and Outreach Manager
- Summer Lab Coordinator (part-time)
- Communications Coordinator (part-time)

Please note this organizational structure is open for assessment and possible modification.

### **Core Competencies**

We know individuals from marginalized communities and those earlier in their careers in particular may believe they should only apply if ALL competencies are met. QVS encourages individuals who demonstrate *many* but not *all* of the below competencies to apply.

- Commitment to spiritual practice and ability to foster a spiritually grounded organizational culture.
- Commitment to social justice, racial justice, anti-oppression, and advocacy work.
- Exceptional written and verbal communication skills, including public speaking.
- Exceptional interpersonal skills; demonstrated ability to easily build new relationships and manage conflict.
- Commitment and ability to work across all branches of the Quaker faith community.

- Fundraising experience, including major donor relations.
- Ability to manage a budget and balance the practical with the ideal.
- Creative problem solver with an entrepreneurial spirit and attitude.
- Ability to prioritize and multitask.
- Self-directed and goal-oriented; informed by organizational needs and mission.

### **Education/Experience**

- Minimum bachelor's degree or equivalent experience required.
- Experience in supervision/management of staff and teams desired.
- Experience working in multicultural communities and with a wide variety of people.
- Significant successful fundraising and development experience will be prioritized.

### **Compensation:**

Salary range for this position is \$60,000–\$90,000 annually. Starting salary based on experience and geographic location. QVS is willing to invest in professional development or consultation services, especially for an individual early in their career. QVS offers health insurance or a \$6,000 health insurance bonus, vision care reimbursement, and ability to contribute to a 403(b) plan (unmatched). Each year full-time employees receive 25 PTO days, 8 holidays, 4 sick days, and time off for the period between Christmas and New Year's Day.

QVS reserves the right to modify, interpret, or apply this job description in any way QVS desires. This job description in no way implies that these are the only duties to be performed by the employee occupying this position. This job description is not an employment contract, implied or otherwise. The employment relationship remains “at-will.”

QVS is committed to a policy of equal employment opportunity. This policy prohibits discrimination on all legally-recognized bases including, but not limited to, race, creed, color, gender, pregnancy, sexual orientation, gender identity, age, marital status, family relationship, disability, national origin or service in the uniformed services. Black, Indigenous, and people of color (BIPOC), LGBTQIA+ individuals, and persons living with a disability are strongly encouraged to apply.

**How to Apply:** Email a cover letter and resume to the QVS Board Executive Director Search Committee, at [ExecSearch@quakervoluntaryservice.org](mailto:ExecSearch@quakervoluntaryservice.org). Interviews will be

scheduled on a rolling basis as applications arrive, with priority given to applications received by **April 15, 2025**. Following two rounds of interviews, we will conduct reference checks for the final candidates. Desired start date is **July 1, 2025**, but can be flexible for the right candidate.