

## Mary's Pence Executive Director - Job Description

**Objective:** Oversee all aspects of Mary's Pence

**Reports to:** Board of Directors

### ORGANIZATION PROFILE

Mary's Pence provides funding to women's organizations working on social justice issues in the United States, Mexico and Central America. We support women working on long-term systemic change through social and economic development. Learn more about Mary's Pence at [www.maryspence.org](http://www.maryspence.org), and see our annual report at <https://www.maryspence.org/about/financials/>.

You'll love Mary's Pence if you -

- Care about improving the lives of cis women, trans women, and non-binary people and their communities
- Understand the world is intersectional, and racism is prevalent
- Enjoy work that is multicultural and multifaith
- Know social justice means changing cultures and systems for long-term systemic change
- Want to work with others to take action to improve women's lives!

Our annual budget is approximately \$900,000; the majority of our funding comes from individual donors from across the country. Mary's Pence has a staff of 10 – 6 locally and 4 in Central America / Mexico working with our ESPERA program. This position has 6 direct reports; it manages the US staff and the ESPERA Team Lead, who manages the remaining ESPERA staff. US staff includes a Development Manager, Communications Manager, Grants Program Manager, Office Manager, and Bookkeeper.

### OUR TWO PROGRAMS

Mary's Pence works through two programs, both focusing on capacity building and funding of women's organizations. These two programs meet the unique needs of both women in the United States and in Central America and Mexico.

#### Mary's Pence Grants

We provide grants to approximately 20 grassroots organizations annually based on the characteristics listed below. We create strong trusting relationships and focus on capacity building, by providing additional capacity-building grant money, keeping in touch with grantees, passing along useful information and resources, and by hosting an annual gathering of grantees for learning, networking, community building, and relaxation.

- ***Women-led*** - improving the lives of cis women, trans women, non-binary people, and their communities
- ***Community-centered*** – emerging from a need identified within the community
- ***Focused on social justice values*** – the values of human dignity and the common good
- ***Working for long-term sustainable social change*** - addressing underlying causes of injustice

#### ESPERA

This program, begun in 2009, focuses on mostly rural women in Central America and Mexico. We currently partner with 14 groups in 5 countries. Our partnerships are long term, and evolve as the needs of the women's organizations change. We support the groups through visits, training, and grants. Our relationship with our partners are built on trust and mutuality.

- Ensure effective support to the 4 key focus areas of Mary's Pence ESPERA, our community lending program in Central America. This program focuses on women's economic security, strengthening women's organizations, family agriculture, and emotional wellness. This program serves the Spanish-speaking community.

## **PURPOSE OF THE EXECUTIVE DIRECTOR ROLE**

To provide leadership to Mary's Pence in our mission of investing in women across the United States, Mexico and Central America by funding community initiatives and fostering collaborations to create social change. This role is responsible for leading staff by providing a clear focus on mission and strategies, ensuring processes and direction are in place to support staff in their work, and ensuring a funding model that provides resources to do and grow the work. This role serves as the key liaison with the board, and is an ex officio member of the board.

The ideal candidate will have 5–10 years of leadership experience in nonprofit management, including:

- Organizational Leadership and Management
- Management and Administration
- Development and Outreach

## **RESPONSIBILITIES**

### **Organizational Leadership and Management**

- Collaborate with the Board of Directors, staff, and advisors to strategically develop programs and coordinate activities.
- Identify and secure resources necessary to enhance the sustainability and effectiveness of the organization.
- Maintain a climate that attracts, maintains, and motivates a diverse constituency of staff, board, advisors, and friends of Mary's Pence.

### **Management and Administration**

- Prepare and manage budget, annually have audits performed.
- Maintain current state registrations, insurance coverage, etc.
- Maintain a positive work environment and support staff with equipment and resources.
- Hire and supervise staff, ensure benefits are in place, and policies that protect employees and the organization.
- Maintain organization records including employee handbook, board policy documents, board minutes, etc.
- ESPERA -
  - Ensure Mary's Pence has in place means of hiring and paying employees in Central America or Mexico, and can make accessible the funds to implement the program.
  - Ensure policies and practices that are applicable to employees in the region are clear, current and documented.
  - Program evaluation

### **Board Support**

- Work with the board chair in planning for board meetings, including logistics, agenda and material for board discussion.
- Engage board chair and executive committee when issues need to be brought to their attention or decisions need to be made between board meetings.
- Work with the board committee chairs in the work of the committee by collaborating on the agendas, fully participating in the meetings, ensuring that pertinent information is brought forth in discussions and support all follow through.
- Ensure board members have opportunities to engage in Mary's Pence's work and outreach to donors and potential donors.

## **Development and Outreach**

- With the Development Manager and Communications Manager, develop a plan that ensures diverse outreach mechanisms and a path for growth. Support implementation of all development and outreach.
- Develop relationships and work with donors.
- Maintain and communicate with donors through various channels including through appeals and newsletters.
- Ensure Mary's Pence has a presence through website and social media, tabling and leading workshops at conferences, local events, etc.
- Lead and support the organization focus on Development and Communications Strategies:
  - Goal 1 - Increase faith-based donors
  - Goal 2 - Increase all donors
  - Goal 3 - Steward high-potential donors
  - Goal 4 - Increase income from grants from 10% to 30% of revenue
  - Goal 5 - Increase percentage of donors in their 40s and 50s
- Serve as an effective spokesperson for the organization.

## **Program Development - Grants Program in the US**

- Work effectively with Grants Program Manager and ESPERA Program lead to develop strategy and implement programming.
- Ensure effective granting and capacity building to support women-led, women-focused, social change work based on social justice values.
- Implement an annual plan based on a strategic plan created by the board.
- Initiate and oversee the quality and development of programs
- Ensure that programs carry out the vision and mission in an integrated manner
- Network with similar organizations to avoid duplication of efforts and to leverage best practices.
- Ensure that we nurture all program areas, currently both Mary's Pence Grants and ESPERA.

### **Grants Program Specific**

- Ensure an organizational focus on grassroots women's organizations working on justice issues in their communities.
- Ensure up to date philanthropic practices, with a focus on capacity building and inclusive practices.

### **ESPERA Program Specific**

- Ensure effective vision and support to the 4 key focus areas of ESPERA - Women's Economic Security, Strengthening Women's Organizations, Family Agriculture, and Emotional Wellness
- Manage staff and relationships with ESPERA partners in a culturally inclusive way, working with our partner organizations with a goal of increasing agency, capacity and sustainability.

## **KNOWLEDGE AND EXPERIENCE**

The ideal candidate will have previous leadership experience related to leading a nonprofit organization. We acknowledge that the candidate may not have the full list of desired experiences and we encourage people to apply who have strong skills and a passion for the work.

- **5-10 years of relevant experience working with an organization similar to Mary's Pence**
- Proficiency in Spanish is required.
- Experience or exposure to multiple aspects of managing small nonprofits (program, fundraising, administration, board membership, partnership cultivation).
- Experience in Development / Fundraising
  - Experience in a full range of developing funds and friends from working with individual donors, to writing corporate/foundation/government grants, to fundraising events that raise funds and awareness of the mission.
  - Ability to connect with donors

- o Experience working with an aging donor base, while increasing younger and multifaith donors.
- Knowledge of philanthropy and the grant-making sector.
  - o Knowledge of issues facing our grantees, as well as effective strategies to address the issues, and ability to connect with grantees in a genuine way.
  - o Familiar with community-focused funding ethics
- Knowledge of sustainable change and community development practices.
- Experience in International Development
  - o Worked with or managed programs in Latin America.
  - o Experience with economic development and lending programs
- Excellent communication skills
  - o Written, face-to-face interaction, and public speaking.
  - o Ability to communicate in the justice focused voice of Mary's Pence with solidarity and dignity.
  - o Ability to have challenging conversations respectfully with a wide variety of audiences and individuals
- Familiarity with issues in various grantee and partner communities
  - o Demonstrated experience of inclusion of diverse and marginalized voices.
- Familiarity with the grant evaluation process - willing to grapple with decisions, emerging issues, and stay balanced
- Familiar with using metrics to track progress
- Demonstrated innovation and ability to manage change - set a vision and support the staff in going forward
  - o Experience supervising a diverse staff of 5 or more.
  - o Experience managing a budget of \$500,000 or more.
- Supervisory skills including understanding of HR and legal issues pertaining to the nonprofit sector
- Experience in hiring staff
- Ability to work in a multi-faith environment, and an appreciation of Catholic Social Teaching principles.
- Computers and technology
  - o Computer proficiency in Microsoft Office and Google Workspace
  - o Experience with Donor Perfect (database) or other database programs is helpful.
  - o Familiarity with the capabilities of Constant Contact (group email platform), InDesign and WordPress
  - o Open to new methodologies, including emerging donor development technologies
- Bachelor's degree, master's preferred. Commensurate life experience considered.
- Additional education in areas of nonprofit management, social justice, development, and relevant areas is useful.
  - o Experience with strategic planning and being able to access those skills in others - HR, legal, etc.

## **VALUES AND WORK STYLE**

- Passion for social justice, particularly women's issues in the U.S., Mexico, and Central America.
- Ability to think strategically with critical analysis and evaluation.
- Highly organized, self-motivated and able to manage complex projects.
- Organized and diligent about record-keeping and administration while setting and meeting deadlines.
- Ability to work independently as well as collaboratively with the board and staff.
- Loves to build relationships and make connections with people, organizations, and resources.
- Creative, self-motivated, and eager learner who enjoys bringing new ideas to the organization.
- Flexible working style, willing to give and take, willing to flex to the tasks needed. Comfortable in a small "everyone pitches in" office environment.
- Comfortable with diversity – age, political views, faiths, etc.
- Ability to handle confidential information with appropriate discretion.

- Values solidarity - building a common vision, working along with others, and being in it for the long term.
- Manages work in a hybrid setting; currently staff works from the office a minimum of 2 days per week and remotely the remainder of the time. This position does require some travel, including international travel.

## MARY'S PENCE'S COMMITMENT TO DIVERSITY

We are committed to inclusion and equity and strive to ensure that our board reflects the diversity of the communities we partner with in terms of color, income, physical ability, geography, age, and gender identity. We are committed to removing barriers faced by equity-seeking groups.

Our work supports the work of cis women, trans women and nonbinary people.

## COMPENSATION AND BENEFITS

**Hours:** Full-time, approximately 40 hours per week. Occasional evening and weekend hours required; some travel helpful. Hybrid - Currently, staff are in the office on Mondays and Thursdays, and work from home the remaining days, subject to the needs of the organization.

**Salary:** Based on experience; range is \$85,000 - 110,000.

**Benefits:** Simple IRA with a 3% match. Generous health insurance benefits, dental insurance, vacation package, and 19 paid holidays.

**Deadline:** The end date for the initial review of applications is **September 29**. Open until filled.

**Location:** 275 East 4<sup>th</sup> Street, #642, St. Paul, MN 55101 / The office is located in Lowertown, St. Paul, directly off the Green Line of the light rail.

**To Apply:** Send resume and cover letter to [EDsearch@maryspence.org](mailto:EDsearch@maryspence.org); please indicate where you saw the posting.



Mary's Pence

Funding Women. Changing Lives.