

OUR MISSION:

*To Foster a Continuity of Voluntary and Professional Leadership
for the Nonprofit Sectors of the United States and Canada*

Immaculate Heart Community

Los Angeles, California

Position Profile:
Executive Director

About Immaculate Heart Community: Its History, Programs and Services

As a faith-based community comprising both current/former religious and lay members, Immaculate Heart Community (IHC) is a multi-program social service provider in Southern California with a mission of social justice and wide public benefit to the disenfranchised members of society. IHC operates five ministries and works with a broad range of individuals and organizations to identify and mobilize solutions to address the community's most critical issues.

IHC professional staff and volunteers work to advance the common good and to improve the lives of those who need assistance. Immaculate Heart Community is a 501(c)(3) nonprofit organization and is not affiliated with any particular religious denomination.

History

The Immaculate Heart Community, founded in Spain in 1848 as a Catholic sisterhood, undertook in 1967 a renewal program in response to Vatican II. While similar in its experiments to that of other congregations, the IHC program met with the disapproval of the LA Archbishop. In 1970, after three years of attempting to reconcile its differences with the Cardinal and Rome, the Community decided that an action of conscience had to be made and it split from formal affiliation with the Catholic Church.

The story of the Immaculate Heart Community today is a celebration of heart, soul, and integrity. In the 1970s, the Community made an historic transformation to become an inclusive, ecumenical "community without walls" made up of women and men, single and married, without regard to sexual orientation, and from several Christian denominations. Members come from many fields including education, social work, law, parish ministry, the arts, healthcare, and administration of public and non-profit organizations.

As a diverse and vibrant community, we are formed by insights from eco-feminist and social justice spiritualities, and we engage in communal decision making. IHC members seek to build bridges of reconciliation and community that requires an openness to hear the ways in which the vision of Community can be lived out faithfully as we fulfill our mission to live Gospel values and work for justice and peace. We support one another in our mission to advocate for the marginalized and to work for social and economic justice, for peace, and for the integrity of creation.

The “Goal Statement” of Immaculate Heart Community is:

“We, the members of the Immaculate Heart Community, rooted in Jesus Christ and united with the people of God, commit ourselves to build relations in society which foster access of all persons to truth, dignity, and full human development, and to strategically change practices and situations which impede such access. With reverence for all creation, in our choice of work and living style, and in our use of time, talent, and money, we hold ourselves accountable to God and to one another for effecting this goal and supporting one another in this effort.”

IHC operates five missions in Los Angeles and Santa Barbara, CA:

- Casa Esperanza
- La Casa de Maria Retreat Center
- Immaculate Heart Center for Spiritual Renewal
- The Immaculate Heart Members Residence
- Corita Art Center

In addition to its ministries, IHC maintains an outreach program as well as “collaborative ministries” that provide transitional housing to women and children and to low income individuals. They have inaugurated various “Commissions” including those focused on: immigrants and refugees, the environment, and justice for women.

Community Leadership

IHC is governed by an eleven-member board of trustees, who are elected by the members of the Community. The Community also elects a President and Vice President, who attend to the support and wellbeing of the membership and to outward relationships with collaborators and funders in the broader community. The President reports to the Board of Trustees and supports the Executive Director, who likewise reports to the Board.

The organization’s 2017-2018 budget of \$6.5M supports the five missions, collaborative missions, outreach and commissions. The balance sheet includes over \$14 million of net assets, mainly comprising the properties that are owned by the corporation free of debt, and the investment portfolio.

Program directors manage the operations of the missions, and report to the Executive Director. Administrative, HR, finance and fundraising staff also report to the Executive Director.

IHC is getting positive results with donations and bequests, even without having a development officer currently in Los Angeles (one is currently being hired). It is anticipated that a strong development professional could expand the fundraising activities based on the 169 years of important work that IHC has done (47 years in its current iteration) and continues to do.

The Leadership Opportunity

The Board of Trustees, professional staff, and key stakeholders have identified significant leadership opportunities that exist for IHC to further align its internal systems with plans, while refining its broader community impact strategies. It is poised to conduct a strategic planning process and develop explicit operational plans that have wide buy-in. With strong financial fundamentals, a proud historic tradition of service, and a profound dedication by all members for the betterment of humanity, the new executive will have an opportunity to help refine the organization’s focus for optimal community impact and sustainability.

The new Executive Director will benefit from the active engagement of the current Interim Chief Operating Officer and the rest of the team from Third Sector Company, who are invested in the successful integration of new leadership and very knowledgeable about the strengths and challenges facing the organization.

The Position and Priorities

The Executive Director will inherit an organization with a powerful brand and a strong reputation in the community. Yet the organization requires significant transformation to achieve its vision of increasing positive community impact and normalizing operations. The Executive Director guides IHC's strategic direction and is responsible for organizing, motivating and engaging people who want to amplify the organization's impact in the focus areas noted above. S/he will lead, organize, and mobilize staff members, community members, outside community partners, trustees and volunteers to achieve agreed goals.

Near-term priorities for the first 12-18 months of the new Executive Director include:

- **Take time to communicate with all the various levels of involvement in the organization**, including the members, officers, trustees, staff and community partners; form a genuine connection with all levels, honoring the various perspectives and identifying unifying themes.
- **Continued focus on completing the hiring and orientation of key administrative positions to stabilize operations**, including bringing the dispersed staffing into alignment as one team working toward collective goals. Begin to focus on implementation of a standardized salary administration program that is uniform and in keeping with area norms for nonprofits.
- **Actively lead and participate in the Board of Trustees' efforts toward developing a comprehensive and achievable Strategic Plan** building on the good work of the various missions and initiatives and laying out a multi-year plan for improvement in efficiency and effectiveness in identified areas of focus.
- **Stabilize struggling missions and capitalize on the capacity of productive missions to achieve overall positive contributions to the organization and the broad community** to enable effective collaboration with a goal of leveraging the greatest possible collective impact in implementing the strategic plan.
- **Achieve efficiencies in the use of facilities and achieve highest and best use of real estate and/or other assets** that can feasibly be expected to raise significant, new, sustainable resources to achieve collective impact. Take advantage of the opportunity and latitude granted by the board to launch innovative approaches to fund development within IHC's philanthropic environment, and play the leading role in implementing the new revenue/development plans.
- **Align staff and volunteer leadership with updated strategies** for broad impact, manage the necessary change process, and build a collaborative, high performing staff and board team to implement the impact plan.
- **Build a shared leadership team with defined roles and directed, coordinated impact** comprising the ED, President and Board Chair as a unified team with discrete areas of responsibility.

Experience, Skills and Attributes

The Executive Director must personify the mission of Immaculate Heart Community. He/she will demonstrate a passion and commitment for the mission, Decrees, and core values of the IHC, and will create a culture of enthusiasm and energetic commitment to the mission of IHC. Reporting to the Board of Trustees, the ED provides vision and leadership to the organization, and is responsible for the overall management, fundraising, accountability, and administration of the organization to ensure the organization achieves its goals, according to board approved policies and procedures.

Ideal candidates for this position will be passionate about IHC's mission and actively work to understand and honor its rich traditions. He/she will oversee and direct the fundraising, programming, organizational leadership, fiscal and management activities needed to achieve the mission. The ideal candidate will have proven fundraising and nonprofit management skills, and be an inspirational and collaborative team builder. The ED must exhibit a facilitative leadership style, active listening with a diverse group of people, a transparent work ethic, and openness in considering and valuing the contributions of many in a collective impact effort. Essential qualifications include:

- A Master's degree from an accredited college or university in a field related to IHC mission and services. Educational qualifications may be waived depending on work history;
- Eight to ten years of experience in senior nonprofit administration with knowledge or experience in the Human Services field, including fundraising, planning, budgeting, and fiscal management and a minimum of three years of experience as chief executive officer;
- The ability to work effectively and proactively with a complex organization with diverse programs in multiple sites with demonstrated skills in management of multiple service lines;
- Excellent verbal and written skills in order to effectively communicate and work with individuals at varied levels and backgrounds, and ability to utilize multiple media to communicate;
- Collaborative leadership style and attention to staff equity and professional development;
- Knowledge of non-profit management and human resources best practices, laws and regulations;
- Strong change management skills to build effective community- and organization-wide systems and structures to raise funds and create impact;
- Demonstrated leadership skills in inspiring, empowering, and developing current and future staff to achieve strategic organizational goals, and experience implementing performance management and/or accountability systems;
- A proven track record of fundraising and relationship development; ability to successfully develop new revenue sources within the local market conditions;
- Excellent written and oral communication skills at all levels, with staff, board, and community stakeholders;
- Demonstrated effectiveness in inspiring support and confidence, representing organizational vision, mission, goals, and outcomes to a diverse group of stakeholders in a variety of venues.

Job Requirements

- Valid driver's license, safe driving record, current vehicle insurance, and ability to use personal vehicle for IHC business
- Willingness to travel within IHC's service area, and beyond for conferences, etc.
- Must be able to pass criminal background check

Working Conditions

Work is performed typically in an office environment and a variety of settings among diverse stakeholders and audiences. A considerable amount of time will be spent in meetings, at a computer screen for extended periods, at IHC events, and visiting dispersed ministries while interfacing with collaborators. Frequent use of electronic media will be required to communicate with stakeholders. Frequently work outside normal working hours and will drive due to work to be performed with donors and other stakeholders in the community. Occasional travel out of town and out of state will be required.

Compensation: Salary: \$120,000-\$145,000 DOE plus medical and dental coverage, life and disability insurance, and other standard employee benefits as outlined in employment handbook, such as PTO, holidays and employee funded pension plan.

IHC is an equal opportunity employer. It is the policy of IHC not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation/affectual preference, gender identity or national origin.