



Executive Director Notre Dame Mission Volunteers

Notre Dame Mission Volunteers (NDMV) seeks an Executive Director with proven leadership skills to guide this well-respected national nonprofit into the future. NDMV embraces diversity, equity, and inclusion. We are committed to building a team that represents a wide variety of backgrounds, perspectives, and skills.

About Notre Dame Mission Volunteers

Notre Dame Mission Volunteers, founded by the Sisters of Notre Dame de Namur (SNDdeN) in 1992, places volunteers (members) in locations nationwide to promote literacy and education. Our members work through local community partners to strengthen educational programs in economically disadvantaged communities, facilitating human dignity, self-esteem, and self-determination.

As a grantee and partner of AmeriCorps, NDMV places four hundred AmeriCorps members in twenty-three cities across the United States. NDMV also includes Notre Dame International (NDI), which currently focuses on a bakery workforce development project in Les Cayes, Haiti. For further information about the organization see www.ndmva.org.

Position Description

The Executive Director is a visionary leader, responsible for the overall strategic and programmatic direction of NDMV, overseeing NDMV programs, staff, and the fulfillment of its mission. Reporting to the Board of Directors, the Executive Director works in collaboration with the senior leadership team to provide oversight for all programs, day-to-day operations, finances, and grant management.

Essential Skills and Abilities:

- ❖ Deep commitment to faith-based volunteer service and the transformative possibility of education.
- ❖ Openness to understanding and advancing the social justice values of the Sisters of Notre Dame de Namur.
- ❖ Collaborative leadership style that models empathetic listening, leading by serving others, and creating an environment that empowers all staff, board members and volunteers to use their full talents and gifts to advance the mission.
- ❖ Effective in building and maintaining working relationships with AmeriCorps, donors, and other partners.
- ❖ Strong written and verbal communication skills; a persuasive and passionate communicator.
- ❖ Comfortable with marketing, fundraising, and serving as the primary external spokesperson in sharing the good work being done by NDMV.
- ❖ Ability to oversee the AmeriCorps grant application process and ensure compliance with grant regulations.
- ❖ Working knowledge of budgeting and financial reporting.
- ❖ Ability to think strategically, monitoring and adapting to the changing environment as needed.
- ❖ Deep commitment to diversity, equity, and inclusion, as core values of NDMV and SNDdeN.



Other Requirements

- ❖ At least five years as an effective senior leader, ideally in a national service program or other relevant nonprofit organization.
- ❖ Proven experience with marketing, public relations, and fundraising to engage a wide range of stakeholders and cultures.
- ❖ Experience in managing federally funded programs is strongly preferred.
- ❖ Past success working with a Board of Directors.
- ❖ Volunteer experience with NDMV or another program is preferred.
- ❖ Openness to travel required.

Educational Requirement

- ❖ Bachelor's Degree required
- ❖ Master's Degree or relevant work experience is preferred.

The Executive Director is a full-time position that includes a competitive salary and benefits.

To apply, email your resume, cover letter, and salary requirements to: EDsearch@ndmva.org no later than **September 15, 2022**.

NDMV is an equal opportunity employer.