

**Job Title:** Executive Director

**Organization:** Western Washington Catholic Charismatic Renewal (WWCCR)

**Location:** Office at St Thomas Catholic Church, Tukwila, WA

**Reports to:** Board of Directors

**Employment Type:** Full time

### **About WWCCR**

The Western Washington Catholic Charismatic Renewal (WWCCR) is a 501 (C) (3) nonprofit organization founded in 1977 at the request of the Archbishop of Seattle. Our mission is to renew the face of the earth by nurturing and inspiring Catholics to experience a personal relationship with Jesus Christ through the baptism in the Holy Spirit; to fan into flame the gifts received through the Sacraments; and to develop a deeper life of prayer and worship.

Our vision is that all Catholics mature in a personal relationship with Jesus, empowered by the Holy Spirit, to the glory of God the Father.

Learn more: [www.wwccr.org](http://www.wwccr.org)

### **Position Summary**

**WWCCR** is seeking an Executive Director who is a Spirit-filled, mission driven Catholic leader with a deep and personal commitment to the Roman Catholic Faith and the Catholic Charismatic Renewal. This individual will lead the organization in collaboration with the Board of Directors, advancing our mission throughout the Archdiocese of Seattle.

The Executive Director will be a visible and effective advocate of the Holy Spirit's presence in the Church today, focused on cultivating, encouraging and supporting charismatic prayer groups in parish families across the Archdiocese.

### **Key Responsibilities**

#### **Strategic Leadership & Program Development**

- Collaborate with the Board of Directors to define and implement short and long term strategic goals.
- Promote baptism in the Holy Spirit and develop opportunities for formation and prayer through charismatic Masses, retreats, workshops and events.
- Represent WWCCR in collaboration with the Archdiocese of Seattle, parish leaders, CHARIS, and Pentecost Today USA.
- Serve as the Primary public spokesperson and ambassador for the organization.

#### **Fundraising & Financial Oversight**

- Develop and manage the annual budget.
- Lead all fundraising efforts, including donor development, events and grant applications.
- Expand the donor base and maintain a robust volunteer network.
- Ensure all compliance and financial reporting as required by 501 (c) (3) status.

#### **Marketing & Communications**

- Oversee the creation of all promotional materials (in collaboration with graphic designers and volunteers).
- Produce content for the Gleanings newsletter, website, social media, annual reports, and donor updates.
- Tailor Messaging to reach a broad Catholic audience, including youth, young adults and families.

#### **Administrative Management**

- Oversee daily operations, including supervision of staff and volunteers.
- Maintain clear communications with outside vendors and consultants.
- Ensure timely submission of reports, renewals, and other documentation to outside agencies.
- Hire, onboard, mentor and evaluate staff and volunteers as needed.

**Board Relations**

- Report regularly to the Board of Directors at the monthly Board meetings and support it's governance role.
- Assist in developing policies, procedures, and measurable goals.
- Foster unity and clarity in communication with Board members.

**Qualifications****Required**

- Practicing Roman Catholic in good standing, faithful to the Magisterium.
- Deep understanding and lived experience of the Catholic Charismatic Renewal.
- Bachelor's degree in Theology, Education, Business, Journalism, or related field, Doctor, Lawyer, Priest or Religious.
- Minimum of 3 years of leadership experience in a non profit, ministry, parish, military or business setting.
- Excellent written and verbal communication skills.
- Proven leadership organizational and supervisory skills.
- Ability to travel periodically across the Archdiocese and occasionally out –of-state.
- Availability for evening and weekend events as needed.
- Familiarity with Catholic teachings on marriage and family and role of the laity in the Church.
- Donor development, fundraising strategies and Grant Application experience.

**Preferred**

- Bilingual (English-Spanish)
- Background in young adult ministry

**Compensation**

- Commensurate with experience, includes salary and benefits.

**To Apply**

- Please email your resume (no more than two pages) to: [board@wwccr.org](mailto:board@wwccr.org)
- We will acknowledge receipt of your resume, via email, within 3 days of receiving it.
- After we receive your resume, we may also ask you to complete additional materials and participate in interviews.

If you have any questions about this posting, please contact: [board@wwccr.org](mailto:board@wwccr.org)