Managing Director (full-time, 35 hours/week)
Office of the Provost-Human Ecology Institute
Position N/A

Position Summary: The Human Ecology Institute (HEI) seeks to leverage the intellectual resources at the University for the advancement of the Catholic intellectual tradition and its social doctrine. The HEI will do this by coordinating the work of internal and external academics and intellectuals that investigates, develops, and advances moral and cultural analyses.

Reporting directly to the Executive Director, the Managing Director will take overall responsibility for the daily administrative aspects of the Institute, including hiring and supervising staff and graduate student fellows, contributing to the selection of scholar-fellows, overseeing the budget, writing and editing promotional material, program and curriculum development, and team building.

Essential Responsibilities Include: Hire, supervise, and evaluate Institute staff. Develop and steward the Institute budget and formulate long-term budget projections tied to Institute strategic plan. In collaboration with the Division of University Advancement, raise funds by cultivating prospective donors and submitting proposals for grants and gifts to philanthropic organizations. Raise Institute profile by organizing events such as lectures, symposia, and conferences; seeking partnerships with like-minded organizations such as the United States Conference of Catholic Bishops; giving speeches about the Institute’s work through various media channels. Recruit faculty fellows and graduate student fellows. Supervise and evaluate student fellows; provide support to faculty fellows. Develop and implement Institute Strategic Plan.

Minimum Qualifications: A Master’s Degree, and at least five (5) to seven (7) years of experience in non-profit management, academic or other academic/scholarly institute management, and donor engagement. Proficiency with Microsoft Office.

How to apply: forward application, resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference the position title “Managing Director” in subject line of email. This position is open until filled.

The Catholic University of America
Human Resources, 170 Leahy Hall
620 Michigan Ave, NE
Washington, DC 20064
Fax: (202) 319-5802
Telephone: (202) 319-5050