



Position: Executive Director Job Description

Summary

The Executive Director is responsible for providing leadership of Investor Advocates for Social Justice (IASJ), working with the Board of Trustees to identify and execute strategic priorities to fulfill IASJ's [Mission](#). The Executive Director is responsible for day-to-day operations of the organization, including development and execution of programs, financial management, personnel and supervision of staff, relationships and outreach, development, representing the organization in networks and communications, serving as liaison to the Board, and Affiliate and Client relationship management and outreach. The position reports to the Board of Trustees.

The Executive Director responsibilities:

- *Strategic and Programmatic Leadership.*
 - With stakeholder input, design, develop, implement, and evaluate organizational priorities and programs to fulfill the Mission. Provide vision and leadership for the organization and develop and implement its short-term and long-term goals.
 - Corporate engagement (Shareholder advocacy). Design and oversee strategic engagement priorities and lead, in coordination with program staff, corporate engagements on behalf of faith-based institutional investor portfolios to advance social justice priorities with an equity lens. In coordination with program staff and partners, conduct research and analysis, draft investor letters, lead and facilitate dialogues, draft and file shareholder proposals, and coordinate with investor networks. Oversee company work plans for IASJ's collective campaigns and individual client engagement priorities.
 - Mission-Aligned Investing (MAI) Program. In coordination with program staff and consultant, provide strategic input and oversee implementation of the MAI Program, to equip faith-based investors to integrate faith values into asset allocation decisions and impact investing.
 - Proxy Voting. Oversee staff work in mission-aligned proxy voting program for institutional investor clients, including drafting and maintaining proxy voting guidelines and invoicing clients.
 - Outreach. Establish and maintain diverse relationships to advance the organization's mission. Represent IASJ to our membership and the investment community, including investor networks such as the Interfaith Center on Corporate Responsibility (ICCR), Racial Justice Investing Coalition, and Ceres.
- *Operational Leadership.*
 - Support the Board of Trustees in carrying out its responsibilities to govern the organization. Serve as principal liaison with Board regarding organizational, financial, and programmatic development and progress. Report on a regular basis to the Board Chair regarding the state

- of the organization; organize and support Board Committees: Executive Committee, Finance Committee, Racial Equity Committee, Marketing & Communications Committee.
- Fiscal Oversight. Ensure financial viability of the organization; submit an annual budget to the Board of Trustees for approval; manage organizational finances within the approved budget; work with bookkeeper to maintain books; conduct payroll; invoicing; manage insurance. Work with accountant as needed with regard to the filing of 990 annual tax filing.
 - Manage Staff. Identify staffing needs and qualified candidates; manage, mentor, and supervise staff; support staff development. Engage consultants as needed, determine scope of work, and oversee consultants.
 - Office Operations. Oversee the efficient and effective day-to-day operation of the organization, including by maintaining records, information, technology, equipment, office systems, and purchasing.
- *Relationships and Communications.*
 - Maintain and cultivate accountable relationships with a diverse set of key internal and external stakeholders, including civil society organizations representing workers and communities impacted by companies which IASJ engages through shareholder advocacy activities.
 - Affiliate support and engagement. Work with Affiliates to understand their needs and priorities related to IASJ's mission and provide relevant programming, support, advice, and tools to Affiliates to fulfill responsible investing priorities. Lead and convene annual Affiliate meeting.
 - Client relationships. Manage relationship with clients for proxy voting and corporate engagement services; billing of clients; cultivate potential new clients and consider new services to meet constituent needs. Identify priorities, develop and execute work plans, report to relevant client Committees (e.g. Finance, Investment, or SRI) as needed.
 - Write and edit documents and communications, edit newsletter, serve as the primary spokesperson for the organization to stakeholders, media, and the general public.
 - *Fundraising and Revenue generation.*
 - Evaluate funding needs to fulfill organizational mission, and coordinate with consultants to identify potential foundations to approach for support and develop grant proposal materials (i.e. concept note, Letters of Inquiry, and Proposals). Cultivate relationships with potential funders. Meet with funders and report on current grants to fulfill objectives.

Qualifications

- Bachelor's degree in law, public policy, finance, economics, or other relevant specialty. Master's degree or equivalent experience preferred.

- Minimum of 3-5 years of non-profit management and 2-3 years of experience in responsible investing or shareholder engagement, or equivalent education.
- Possess strong analytical skills, vision, and strategic thinking.
- Demonstrated commitment to mission-aligned work and commitment to IASJ's mission priorities, including human rights, climate justice, racial equity, and the common good.
- Demonstrated commitment to racial justice. Possess strong racial literacy and equity analysis, with the ability to identify, recognize, interrupt and counter structural racism or acts of oppression, including in organizational policies, practices, culture, and programmatic work.
- Substantive knowledge of relevant issue areas, including human rights, climate change, responsible financial practices, racial justice, Environmental, Social, and Governance integration, and shareholder advocacy strategies.
- Comfort working within interfaith settings; experience working within the Catholic faith tradition helpful, but not required. Commitment to learning about faith-based values and mission priorities of IASJ Affiliates and partners.
- Excellent oral and written, internal and external communication and presentation skills.
- Exceptional project management, time management, organizational skills, and attention to detail.
- Possess a strong work ethic and demonstrate sound judgment. Have a high degree of flexibility and ability to adjust to changing circumstances in a small, fast-paced nonprofit.
- Proven ability to take initiative and work as both a self-starter and team member.
- Experience working with nonprofits required.

About Investor Advocates for Social Justice (IASJ)

Investor Advocates for Social Justice (IASJ) is a 501(c)(3) non-profit organization that advocates on behalf of a community of investors with over \$3 billion in assets under management, whose faith-based values promote human rights, climate justice, racial equity and the common good. IASJ's shared vision is an equitable economy where investors leverage their collective voice and resources to advance social, economic, and environmental justice. IASJ conducts programs and provides services for its Affiliates, who are faith-based asset owners who strive to align their investments with their mission and who recognize their investment portfolios can also be an instrument to advance their ministries. IASJ seeks to create an inclusive and equitable workplace and foster strong working and collegial relationships among the team. Founded in 1975, formerly known as Tri-State Coalition for Responsible Investment, IASJ has over forty-five years of experience with shareholder advocacy and responsible investment.

Anticipated Start Date: September 2021

Location: Investor Advocates for Social Justice staff is working remotely, with increasing time in the office, which is in Montclair, NJ. The location is flexible and full-time remote work could be accommodated, if candidate has a willingness to travel for the role as needed, including for training, occasionally to work in the office with the IASJ team, or travel for annual meetings or conferences when they resume.

Compensation & Benefits: Commensurate with experience, a competitive nonprofit salary and a benefits package which includes health and dental insurance, a 403(b) plan after one-year, and generous vacation.

Equal Opportunity: Investor Advocates for Social Justice is an equal opportunity employer committed to diversity, equity, and fostering inclusion and a sense of belonging.

To apply: Submit a resume and cover letter to jobs@iasj.org by August 20th.