



February 2024

Executive Director Job Description

Position Summary

Rehumanize International is a 501 c.3 nonprofit which adheres to the Consistent Life Ethic (CLE) and seeks to bring an end to all aggressive violence against humans through education, discourse, and action. We are seeking a dynamic leader with exemplary character and strong communication skills to serve as our next Executive Director during this distinct political and cultural moment. Our Board is excited for this opportunity to find candidates with fresh ideas, an unyielding commitment to nonviolence, and a strategic mindset that will help Rehumanize International advance the CLE movement in the years to come.

The Mission of Rehumanize International

Rehumanize International is dedicated to creating a culture of peace and life, and in so doing, we seek to bring an end to all aggressive violence against humans through education, discourse, and action.

Our mission is to ensure that each and every human being's life is respected, valued, and protected. We adhere to an ethos called the Consistent Life Ethic (CLE), which calls for opposition to all forms of aggressive violence against human beings, including but not limited to: abortion, capital punishment, embryonic stem-cell research, euthanasia and assisted suicide, police brutality, torture, and unjust war. Additionally, we achieve our vision by maintaining our organization as non-sectarian and non-partisan, and furthermore by promoting collaboration amongst many organizations across movements.

About the Organization

In order to effectively advocate for the dignity of all human beings, we uphold the value of radical inclusivity. This includes fostering a welcoming culture where each person, no

matter their race, religion, nationality, ability level, or gender have their inherent dignity affirmed and respected. We are committed to collaboration with a variety of organizations across various justice movements. We are an affiliate of World Beyond War and a member group of the Consistent Life Network.

In order to fulfill our mission and vision, we currently maintain a blog, print magazine, and have a presence on social media platforms, such as Facebook, Twitter, Instagram, and TikTok. Additionally, we host annual events, such as our conference, Create | Encounter, and our meet-up and karaoke party at the March for Life. We create and distribute educational content relevant to the CLE, engage in protest and other rapid response activities, and help train individuals to engage and advocate for nonviolence in their own communities through our chapters and affiliate groups.

Key Responsibilities

Personnel Management: Aid in developing employment opportunities and employee growth and management.

- Creating human-centered workplace policies and training programs to ensure the physical, emotional, and psychological well-being of our team members,
- Being responsible for the recruitment, employment, training, management, professional development, and release of all personnel, both paid staff and volunteers,
- Ensuring, with oversight from the Director of Development or Board of Directors, that sound human resource practices are in place,

Financial Management & Development: Responsible for the regulation of fundraising, spending, allocations, budgeting, and maintenance of all documentation of financial activity in accordance with federal, state, and local laws and regulations.

- Prioritizing the financial stability and growth of Rehumanize International, and
- Collaborating with the Director of Development and Board Treasurer to develop quarterly financial updates for the Board of Directors
- In consultation with the Director of Development, set fundraising goals, and create and execute a strategy for soliciting grants, sponsorships, donations, and benefactors.



Organizational Growth and Outreach: Execute the organizational growth and outreach strategies by building relationships across diverse audiences, spurring grassroots interest, and becoming a foremost authority on human rights, social justice, and pro-life activism.

- Detailed planning of the Rehumanize International annual conference, Create | Encounter art contest, and other Rehumanize International events,
- Managing and developing leaders for Rehumanize International chapter and affiliate groups, which involves monthly meetings with their volunteer leaders,
- Overseeing Rehumanize International merchandise selection and marketing materials.

Public Relations and Communications: As the face of the organization, the Executive Director must amplify the CLE within the pro-life and pro-peace movements via the website, social media, editorials, activism, publications, speaking engagements, and media appearances.


- Composing newsletters, fundraising solicitations, blog posts, press releases, articles, conference presentation, and other writings, and
- Representing Rehumanize International in media appearances, podcasts, and videos.

Board Relations: The Board of Directors will oversee the Executive Director. However, it is the responsibility of the Executive Director to ensure they maintain open communication with the Board of Directors, professional working relationships with all Board members, and regular communication with the Board President.

- Preparing reports on activities, developments, and necessary votes on funding and project management for quarterly Board meetings
- Collaborating with the Board to set organizational priorities in order to improve staff well-being and long-term financial and programmatic sustainability.

Additional Tasks as Assigned: From time to time the Executive Director will be expected to perform tasks not enumerated above as complex, unexpected situations unfold in real time.

Ideal Values, Skills, and Experience

- Passion for and commitment to the [mission](#) and [core values](#) of Rehumanize International
 - Experience with financial management, organizational leadership, and event planning
 - Strong knowledge of issues regarding human dignity, social advocacy, as well as the nuances and complexities related to the Consistent Life Ethic
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- The ability to conceive, develop, and complete tasks without close supervision
- Experience resolving interpersonal conflicts in a rehumanizing manner
- Strong oral and written communication and presentation skills
- Dedication to inclusivity and ability ensure the accessibility of events
- Proficiency with social media platforms
- Proficiency in Microsoft Office, Google Suite, and Quickbooks accounting software preferred

Location, Compensation, & Benefits

This is a full time, salaried position based in Pittsburgh, Pennsylvania. The Executive Director is expected to work at least 70 hours every two weeks for an annual base salary of \$30,000, which will be paid out at \$2,500 per month. Benefits include sick leave, family leave, and vacation time. Additionally, as a 501 c.3 nonprofit, our employees are also eligible for federal student loan forgiveness.

All questions, nominations, or applications should be sent to our Board of Directors at president@rehumanizeintl.org with the subject “Executive Director Job Inquiry.” Applications should include a resume or Curriculum Vitae and a cover letter.

