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## Executive Director

### Executive Summary

Rehumanize International is a 501 c.3 nonprofit which adheres to the Consistent Life Ethic and seeks to bring an end to all aggressive violence against humans through education, discourse, and action. We are in a critical period of momentum and transition and looking for someone who shares our values to help us make the most of this time. The Executive Director works to oversee all operations of the Rehumanize International team, facilitating many projects, collaborations, and the overall growth and development of the organization. The Executive Director is also responsible for overseeing and managing the organization's finances. The Executive Director will work in partnership with staff, the Board of Directors, and other volunteers to facilitate outreach programs, the affiliate and chapter program, and educational projects; manage social media accounts and online outreach; and publish the *Life Matters Journal* blog and magazine. The Executive Director will also run and manage the annual Conference event and amplify the Consistent Life Ethic by writing and giving talks on topics included in this ethos. This individual must be committed to the mission, vision, and core values of Rehumanize International as a growing organization.

### The Mission of Rehumanize International

At Rehumanize International, we are 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.

Our [core values](#) are:

- Nonviolence
- Radical Inclusivity
- Multi-Issue Organizing
- Non/Multi/Trans-partisan Organizing
- Dignity-Affirming and Persuasive Dialogue
- Restorative Conflict Resolution
- Grassroots Empowerment
- Better Together: Strength Through Diversity

## **About the Organization**

Rehumanize International was founded in 2011, as Life Matters Journal, and is now a 501 c.3 nonprofit, human rights organization dedicated to creating a culture of peace and life, and in so doing, seeks to bring an end to all aggressive violence against humans through education, discourse, and action. You can learn more about Rehumanize International, the CLE, and the issues we value [here](#).

We believe in the importance of radical inclusivity. This includes promoting diversity among our team; welcoming those of all faiths, gender identities, nationalities, race, and ability level to our events; and promoting collaboration amongst many organizations across 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.

One of our most important projects is the formation of our chapters and affiliate groups. We currently have chapters and affiliates throughout the United States and Canada and look forward to growing this program.

## **Location**

Rehumanize International is headquartered in Pittsburgh, Pennsylvania where it was founded. We are committed to radical inclusivity and understand the value of remote work. However, due to the nature of the job requirements, the Executive Director is expected to live in or near Pittsburgh, PA and work substantially in-office.

## **The Opportunity**

Rehumanize International is in a critically important period as an organization. The legal and cultural moment has created new opportunities and new points of friction in the struggle to promote the right to life and policies to nurture and support life at all stages. We have previously hired internally to fill the Executive Director role. However, our team is excited for this opportunity to bring in someone with fresh ideas and perspectives. We are looking for someone who is committed to nonviolence and advocating for all tenets of the CLE, but also someone who values diversity, is a powerful communicator, and would find purpose and fulfillment in helping our organization through this time of transition while continuing to fulfill our mission and build our community groups.

## **Key Responsibilities**

- **Personnel Management:** The Executive Director will aid in developing employment opportunities and employee growth and management. In so doing, they will mentor and work

with staff and contractors on annual and seasonal projects, create leadership trainings, opportunities, and guide staff through the process of community-building and leading by providing projects and fostering and developing the staffs' personal talents and projects.

Specific tasks to facilitate this include:

- Creating a human-centered workplace culture by creating and conducting human-centered workplace policies and training programs to ensure the physical, emotional, and psychological well-being of our team members and working to hold all team members, themselves included, responsible for meeting these human-centered practices,
  - Being responsible for the recruitment, employment, and release of all personnel, both paid staff and volunteers,
  - Ensuring, with oversight from the Director of Development or Board of Directors, that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place,
  - Managing and training key team members,
  - Managing contracts and holding at least annual contract reviews with major contractors, including the Creative Director contractor, and
  - Holding weekly staff meetings
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- **Financial Management:** The Executive Director will be responsible for the regulation of fundraising, donations, spending, allocations, and maintenance of all documentation of financial activity. Additionally, this individual will bear responsibility for maintaining the tax-exemption processes and interactions with the IRS and state and local tax agencies. Specific tasks to facilitate this include:
    - Maintaining official records and documents and, with the Director of Development, ensure compliance with federal, state, and local regulations,
    - Managing the organizational and financial growth of Rehumanize International, and
    - Collaborating with the treasurer to develop quarterly financial updates for the Board of Directors
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- **Fundraising and Development:** While this duty will include a lot of collaboration with the Director of Development, the Executive Director will be the primary person responsible for financial growth and sustainability of the organization. Therefore, they will be responsible for setting fundraising goals, seeking donations, grants, and other development opportunities. Specific tasks to facilitate this include:
    - In conjunction with the relevant staff, planning major events for the year, including the Create | Encounter event and other large fundraisers.
    - Developing and maintaining relationships with sponsors, financial partners, organizational colleagues, and peers and supporting fundraising by providing contacts to the staff and board as needed, and
    - Collaborating with Director of Development to seek grant and other avenues of funding for the organization
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- **Organizational Growth and Management:** The Executive Director will be the primary steward of larger organizational growth strategies and plans to widen our reach, building

relationships across demographic differences, gaining traction on a grassroots level, and becoming a foremost authority in human rights, social justice, and pro-life activism. Specific tasks to facilitate this include:

- Maintaining a long-range strategy that effectively achieves the mission and vision,
  - Managing the planning for and running of the annual conference by recruiting speakers, co-sponsors, news media, volunteers, and attendees.
  - Developing, overseeing, and documenting youth development programs, both annually and seasonally, and maintaining healthy communication protocols and flow, and
  - Overseeing banners, signs, and other Rehumanize International merchandise selection.
- **Community Outreach Management:** The Executive Director will be our contact person and manager for affiliate groups and Rehumanize community chapters. This will involve work with the Director of Development to handle IRS group exemption needs and collaboration and regular contact with community chapters and affiliate groups to help them get them off the ground in the early stages. Specific tasks to facilitate this include:
    - Managing the planning for and implementation of our community chapter and affiliate groups program around the nation and around the world,
    - At least monthly check-ins with current community chapter leaders, and
    - Develop and travel with Outreach Materials
- **Public Relations and Communications:** The Executive Director is often seen as the face of the organization, as such a crucial role is to amplify the CLE within the pro-life and pro-peace movements, via social media, editorials, activism, and publications. They will also engage in public speaking events, tabling, and media communication to outside groups in order to spread the CLE to new and diverse audiences. Specific tasks to facilitate this include:
    - In conjunction with the Creative Director, overseeing the design and content of the website to optimize user experience and informational accuracy and overseeing social media presence on Facebook, Twitter, Instagram, etc.,
    - Developing, outlining, and writing at least 1 talk annually on a CLEc topic of your choice , until a catalog of at least 5 topics exists for you as a speaker,
    - Arranging for events to present talks from your catalog of topics and engaging in conversation,
    - Writing regular emails to our subscriber list,
    - Speaking at and attending conferences and events,
    - Planning and recording videos, podcasts, and other media,
    - Writing press releases, and
    - Representing Rehumanize International in media appearances
- **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. The Executive Director and Board of Directors will work closely together to plan for the future of the organization. Specific tasks to facilitate this include:

- Maintaining communication with the Board of Directors on activities, developments, and necessary votes on funding and project management and attending quarterly board meetings,
  - Meeting regularly with board president and treasurer,
  - Ensuring that staff members have reports submitted one (1) week before each quarterly board meeting, and
  - 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 the nature of the work is constantly in flux and we must often respond quickly to situations as they unfold in real time.

### **Ideal Values, Skills, and Experience**

- Passion for and commitment to the mission, vision, and core values of Rehumanize International
- Experience leading a growing organization
- Experience with financial management, organizational leadership, and event planning
- Familiarity with issues regarding human dignity, social advocacy, as well as the nuances and complexities of the many issues related to the Consistent Life Ethic
- The ability to conceive, develop, and complete tasks without close supervision
- Experience resolving interpersonal in a rehumanizing manner
- Strong oral and written communication and presentation skills
- Dedication to inclusivity and ability ensure the accessibility of events
- Proficiency in many of the current popular social media platforms (e.g. Facebook, Twitter, Instagram, etc.)
- Proficiency in word processors, spreadsheet management tools, and presentation programs such as Word, Excel, and PowerPoint, as well as the Google Suite
- Proficiency in Quickbooks accounting software, preferred
- Bachelor's or Master's degree, preferred

### **Term and Compensation**

This is a full time, salaried position. 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.

This position is available as a short-term, interim position or as long-term position. All responsibilities and compensation will be the same regardless of term. Please be sure to indicate estimated term length you would be interested in when applying.

All questions, nominations, or applications should be sent to our Board of Directors at [president@rehumanizeintl.org](mailto:president@rehumanizeintl.org), with the subject Executive Director Job Inquiry and include a resume or CV and cover letter.