



CENTER FOR
PUBLIC JUSTICE

Director, Faith-Based Leaders Alliance

AVAILABLE IMMEDIATELY

Full-Time

Based in Alexandria, VA

Position Description

The Center for Public Justice (CPJ) is seeking a Director for our Faith-Based Leaders Alliance to lead the strategy for expanding CPJ's Alliance of Faith-Based Organizations. This role focuses on equipping faith-based organizations with the knowledge to navigate their legal/public policy environment, adopt organizational practices that maximize their mission faithfulness, and embrace a pluralist public positioning that emphasizes their distinctive contributions to the common good. Through designing, implementing, and evaluating learning experiences, the Director will lead the Alliance to expand the leadership capacity of faith-based organizations. The Director reports to the CEO and supervises a Program Coordinator.

The Center for Public Justice

CPJ is a nonpartisan, independent, Christian civic education and policy organization whose mission is to serve God by equipping citizens, developing leaders, and shaping policy to advance justice for the transformation of public life. A commitment to Christ in all that we do is essential to the fulfillment of CPJ's mission, therefore any interested candidate must be able to demonstrate their faith commitment in practice and explain how they envision their faith connecting with their role at CPJ.

Key Responsibilities

- Lead the strategy for expansion of CPJ's faith-based organization membership alliance;
- Design, develop, and implement strategies and curricula to strengthen the organizational capacity of faith-based organizations and association leaders, including boards and executive leaders;
- Build relationships and collaborate with partner organizations to identify training needs and opportunities for program co-creation, incorporating best practices and innovative approaches into conducting interactive training sessions, workshops, and seminars on relevant topics;
- Design and assess the effectiveness of training programs through participant reflections, observations, surveys, and other evaluation tools, to improve and refine programs;

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- Collaborate with CPJ's Director of Faith-Based Policy and Research and CPJ's Advocacy Manager to inform CPJ's policy research and advocacy strategies;
- Assist CPJ's Director of Development as needed with calls to major donors, proposals to foundations, etc.

Persons applying for the position should have

- A personal, active, and demonstrable commitment to Christ and CPJ's mission
- Familiarity with and commitment to the neo-Kuyperian theological tradition and the social and political understandings and the principled pluralism commitments of this tradition
- Significant experience working in a faith-based nonprofit organization context
- Significant experience designing, conducting, and evaluating training experiences for adult learners with strong attention to best practices in adult educational pedagogy
- Strong proficiency in curricular design and development of presentation and written materials for adult learners
- Exceptional attention to detail and problem-solving orientation
- Strong interpersonal communications skills and good judgment
- Strong proficiency using Google Suite online and other SaaS tools such as Dropbox, Zoom, and Virtuuous.
- Excellent work history demonstrating skill in taking initiative, working independently, and proactively self-managing workflow to on-time completion
- A minimum of a bachelor's degree or equivalent professional experience

Ideal candidates will also possess these attributes

- Spanish language fluency

Salary and Benefits

The annual salary range for this position is \$80,000 - \$110,000, depending on experience and skill. CPJ offers a generous benefits package which includes: 100% paid health and dental insurance; 16 paid holidays; 2 weeks paid discretionary leave (3 weeks after the first year employment), paid family medical leave and a flat/non-matching employer contribution to a 403(b) retirement plan of 3% of the annual salary. This position is hybrid-eligible, meaning up to two weekly telework days (Mondays and Fridays) are available for this position. CPJ has daily core hours from 10am - 3pm Eastern, which means the Program Coordinator is eligible to request a formal flexible work agreement for the remaining daily hours.

Application Process

Applicants should submit a cover letter, a current resume, a portfolio of relevant work detailing related experience, and four references with contact information including name, relationship, address, email and telephone numbers. Applicants must provide at least three

professional references and one character reference who can speak to their Christian maturity.

Inquiries and application materials should be sent via email (with Word or PDF attachments) to the contact below, referencing "Director, Faith-Based Leaders Alliance" in the subject line.

Upon submission of the required application materials, qualified candidates will be asked to review the Theological Basis and Standards of Conduct. Prior to setting up an interview, qualified candidates will be asked to affirm that they will uphold these standards if they are selected for the position.

No paper applications or phone calls please.

Contact:

Hiring Manager

hr@cpjustice.org