



'a parish without boundaries'

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**Job Type:** IRISH PASTORAL CENTRE EXECUTIVE DIRECTOR

**Schedule Type:** Full-time

**Location:** Boston, MA

**Practice Areas:** Non-Profit Management, Social Services, Pastoral Services, Social Justice Issues, Immigration, Legal Services, Fundraising

### Job Description

The Irish Pastoral Centre (IPC), a 501(c) (3) pastoral, social and legal services provider, seeks an energetic and creative Executive Director. Founded in 1987, IPC serves the needs of Irish immigrants and seniors in in the greater Boston area and throughout New England. Our mission is to help immigrants and seniors lead high quality lives. We achieve this through delivering referral services to immigrants and direct case management, social support, and agency referral services to seniors and at-risk populations and legal aid referrals.

The Executive Director will be responsible for the vision, program and financial management, of the IPC. He or she will report to the Board of Directors, and will be accountable for the organization's consistent achievement of its mission and financial objectives.

### Responsibilities:

- Assure that the organization has a long-range strategy which achieves its mission;
- Establish and maintain sound working relationships and cooperative outreach with community groups, government and Archdiocesan organizations, in particular the Irish Consulate of Boston;
- Keep the Board of Directors fully informed on the condition of the organization;
- Assist the Board of Directors in the development of policies and procedures regarding finances, personnel and operations of the Centre
- Carry out policies and plans authorized by the Board;
- Act as the spokesperson for the organization; represent the programs and point of view of the organization to agencies, organizations, and the general public;
- Maintain a working knowledge of significant developments and trends in the fields of non-profit management, pastoral care, social services, and immigration services and policy;
- Publicize the activities of the organization, its programs and goals;
- Maintain official records and documents relating to the organization's legal and financial existence, and ensure compliance with federal, state and local regulations;

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- Conduct official correspondence of the organization, and jointly, with designated officers, execute legal documents;
- Guide the organization to operate within budget guidelines based on achieved benchmarks of Board of Directors fundraising implementation;
- Be responsible for oversight in developing and maintaining sound financial practices;
- Prepare IPC budget for Board Approval;
- Prepare the necessary documents for the annual Department of Foreign Affairs grant and accompanying audit documentation;
- Recruit and release all paid personnel;
- Develop staff job descriptions; hold regular performance evaluations; develop and maintain sound human resource practices;
- Manage the IPC team, ensuring regular staff meetings, professional updating and yearly retreat experience;
- Maintain a climate that attracts, keeps, and motivates a diverse staff of top quality people;
- Oversee and assist with IPC's fundraising activities.

### **Qualifications**

- Commitment to the vision, mission and values of IPC;
- Experience and connections working with Irish immigrants and persons of Irish descent in the diverse network of organizations within the greater Boston area;
- Educational background in Non-Profit Management, Public Policy, or a related field preferred;
- Excellent leadership and management skill including good communication, interpersonal, and organizational skills;
- Strong work ethic; ability to lead by example and work effectively in a small, resource-constrained environment;
- Ability to work well in team leadership with diverse constituencies;
- Experience in a managerial capacity in a small non-profit environment while managing staff and volunteers;
- Experience organizing and managing fundraising activities, grant writing and annual reporting;
- Experience with planning and administering program budgets and services (knowledge of QuickBooks a plus);
- Experience creating and working in partnership with community-based, non-profit organizations and government agencies;
- Developed technology skills, especially in the area of data reporting and social media;

**To apply for this position, please send a cover letter and resume  
by January 31st, 2019 to [info@ipcbboston.org](mailto:info@ipcbboston.org)**