



**NETWORK is rooted in Catholic Social Justice and the lived experience of real people.  
We are open to all who share our passion.**

### **Chief of Staff**

Start Date: January 2022 (remotely until safe to be in the office)  
Permanent, Full-Time, Based in D.C. | **\$125,000**, plus generous benefits

**About NETWORK:** A national network of social justice advocates – and the organization behind Nuns on the Bus – NETWORK educates, organizes, and lobbies for economic and social transformation. Founded in 1971 by Catholic Sisters in the progressive spirit of Vatican II, NETWORK works to “Build Anew” by advocating for federal policies that dismantle systemic racism, eliminate the wealth and income gap, improve the well-being of our communities, and allow all people to thrive – especially those most often left out: women, people of color, people pushed to the economic margins, and those at the intersections of these identities. We value women’s leadership, we appreciate people from religious and secular backgrounds, we affirm members of the LGBTQ+ community, and we engage in the ongoing work to become a multicultural, anti-racist organization.

#### **Why this position matters:**

As NETWORK turns 50 next year and is beginning its next chapter, the Chief of Staff will be a critical contributor to laying a strong foundation for the future by building on NETWORK’s legacy as a trailblazing organization with talented staff, strong partnerships, and a solid reputation in the field. As an essential member of the Executive Team, the Chief of Staff will lead the internal coordination and integration of teams and operations to achieve even greater levels of strategic influence and impact in a way that advances NETWORK’s mission, communicates our positions effectively, and establishes NETWORK as the leading voice at the intersection of Catholic Social Justice and public policy. Reporting to the Executive Director and working closely with the Deputy Executive Director, team leaders, and staff members, the Chief of Staff will provide leadership and daily management of the organization and will also be a crucial steward of NETWORK’s culture and values, working consistently to live out and center racial equity across internal systems, policies, and processes.

#### **You could be our next Chief of Staff if you have:**

- 10+ years of progressive professional experience in leadership, nonprofit management, advocacy, policy, and/or politics, as well as 10+ years of established commitment to racial justice and equity in your field.
- Significant contemporaneous experience leading and managing teams, organizational development, performance management, and leadership development.
- The ability to shape legislative strategies, effectively advocate, and integrate this work with field and communication strategies.
- A track record of success in senior positions at nonprofit or advocacy organizations, implementing policy strategies, and representing an organization publicly at high levels.
- Experience with oversight of a multifaceted partnership and resource development strategy to support a faith in public life mission.
- Experience managing financial and human resources systems and personnel.
- A commitment to the principles of Catholic social teaching which includes creating a multi-cultural, anti-racist organization.
- Unquestionable personal and professional integrity, unwavering commitment to equity, and a growth mindset
- Experience in a detail-oriented position that required a high level of organizational skills employed with emotional intelligence.

#### **What you are great at:**

- Providing internal leadership, ensuring teams are collaborating and communicating with each other
- Leading organizational policy development, direction, and implementation
- Providing strategic guidance to staff on program management, workplan, impact, and coherence with NETWORK mission, strategy, and goals
- Communicating clearly and decisively across all levels in the organization and externally to outside stakeholders

- Facilitating complicated and multi-disciplinary conversations and processes
- Creating the conditions for staff development, including support for the reflection necessary to assess areas in need of growth and attention
- Transforming conflict and employing appropriate harm reduction as well as restorative justice practices
- Managing the operation of organization-wide projects
- Supporting inter-team work, and finding creative ways to fill the gaps

### **What you'll do in this role:**

- Provide strategic thought partnership and counsel to the Executive Director and the Deputy Executive Director & Chief Equity Officer
- Facilitate the development and implementation of NETWORK's policy strategies consistent with its new strategic plan
- Serve as a leader for the team leads, ensuring that all teams are efficiently and effectively meeting objectives of the workplan, and fulfilling their goals to serve the organization
- Manage staff review process, workplan development, implementation plans, and reports to the Board
- Oversee implementation of organizational initiatives from development through successful execution in collaboration with leadership and staff
- Effectively manage and assume accountability for the organization's Human Resources functions
- With the Finance and Administration lead, ensure the structure and tools are in place for effective internal work processes, workflows, and accountability
- Effectively steward external policy-related collaborations with other organizations and partners on behalf of organization and Executive Director
- Coordinate the staffing of the Boards of Directors, assist in establishing and fulfilling annual Board workplan

### **What it's like working at NETWORK:**

NETWORK was founded by Catholic Sisters and is still strongly influenced by and committed to elevating their continued witness for justice today. NETWORK is open to all who share our passion for working towards racial and economic justice through shaping federal policy. Staff and members are people from a variety of religious and nonreligious backgrounds whose values align with the principles of Catholic Social Justice. As an organization and workplace, NETWORK values work-life balance and strives to be a supportive workplace to foster the growth and well-being of staff as we work for justice. [Read More.](#)

### **Note on Current Reality / Work-from-Home Policy:**

Due to the pandemic, NETWORK has encouraged everyone to work from home and only commute to the office if absolutely necessary and if it can be done safely. Applicants will begin this job working at home full-time, but this is not a remote position. Once it is safe to commute, the expectation is that this position will need to be present in NETWORK's D.C. office on a regular basis. In 2022 we will be launching a new Work-from-Home policy rooted in in-office Collaboration Days while providing great flexibility for those who want to work from home.

### **Benefit details:**

- Starting salary: \$125,000/year
- Additional \$1,200/year to help cover commute/work-from-home costs
- Generous time off: 2 weeks paid vacation to start, Christmas week off, 12 additional holidays, 2 personal days
- Platinum level health plan – as well as dental and vision – at no cost to you
- Generous retirement plan and parental leave after one year
- Four staff retreat days; an organizational commitment to professional development and wellness

### **How to apply:**

**Cover letter:** 2-3 paragraphs in an email (not attached, but written in the body of the email) telling us why you're interested in this position, why you are qualified, why you want to be a part of the NETWORK team, and where you found us. Give us a sense of the level of responsibility, complexity, and creativity of the leadership work you've engaged in.

**Resume:** Attach a resume. While you may focus on leadership and management experience, please include all experience so we get a good picture of what you've been up to.

**Email:** Send materials to Mary Novak, Executive Director at [employment@networklobby.org](mailto:employment@networklobby.org). Please include "Chief of Staff" in the subject line.

**Timing:** This position will stay open as long as needed — until we find the right candidate. We'll be screening candidates on a rolling basis so please apply promptly. You will receive an automated reply right away, and we anticipate contacting all candidates again before Thanksgiving to let them know their status in our process.

*It is the policy of NETWORK to conduct all personnel activities in a manner that will ensure equal opportunity for all persons without regard to religion, race, creed, gender, color, age, national origin, marital status, veteran status, disability, sexual orientation, or gender identity or expression. Every employee has the right to work in dignity in an environment free from all forms of discrimination or harassment.*