



## **EXECUTIVE DIRECTOR Position Posting**

The Catholic Research Resources Alliance (CRRA) is looking for a forward-thinking Executive Director who can lead, promote, and sustain the organization, its vision and mission. This is a half-time (20 hour) position that reports to a Board of Directors. The person filling this role will be able to work from any location in the United States.

### **Who we are.**

Founded in 2005 by eight Catholic university libraries, CRRA is a not-for-profit membership organization with 50 members. Our members represent a diverse set of institutions, with the majority being institutions of higher education. The mission of CRRA is to provide enduring global access to Catholic research resources with an immediate focus on the rare, unique, and uncommon research materials relating to the Catholic experience. Much of this material is held by college, university, diocesan and religious congregation libraries and archives in North America. It is used by students, scholars, librarians, and the public. To help us achieve this mission, CRRA has developed the Catholic Portal, the Catholic News Archive, subject guides, and other tools and resources that facilitate resource sharing. We are continuing to build and expand our strong alliance of libraries, archives, and other institutions who together support our mission. As an organization we are enabling members to advance their institutional goals through sharing of their expertise and collaborative initiatives. Learn more about CRRA by visiting our website at [www.catholicresearch.org](http://www.catholicresearch.org) and [thecatholicnewsarchive.org](http://thecatholicnewsarchive.org).

### **What we want the new Executive Director to do.**

The Executive Director (ED) will fully support the [mission and vision](#) of CRRA, direct a cohesive and thoughtful organizational strategy, and represent the public image of the organization.

- The ED will engage with members, partners, affiliates, and other professional organizations to grow participation, strategic partnerships, beneficial relationships, and collaborations to facilitate the success and expansion of programs, projects, and initiatives that promote the work of CRRA and help achieve our mission.
- The ED will promote CRRA within and beyond the organization, will communicate with its Board, committees, and members, and seek support for the work, including grants or other funding.
- The ED will be proactive in learning about and staying abreast of significant developments and trends to identify and pursue new opportunities and address challenges.
- The ED takes executive level leadership responsibilities for the financial and administrative aspects of CRRA to ensure efficient and effective operations and maximized resource

utilization. In support of and in partnership with the ED, [Capitol Hill Management Services](#) provides administrative, financial, communications, and website management services.

### **Qualifications we want you to have.**

- You have genuine interest in the mission and vision of CRRA and understand and can articulate the value and potential of the organization.
- You have experience in and the ability to lead a collaborative organization.
- You have a combination of educational background and experience that will make you successful in your role and in working with members, vendors, partners, collaborators.
- You have the ability to and experience in fostering collaborations with members and building relationships with other institutions, organizations, and individuals.
- Utilizing strong project management skills, you have handled coordinating multiple initiatives that engage a range of stakeholders.
- You are comfortable being the public face of CRRA, leading discussions and meetings, sharing ideas, and inspiring and motivating others.
- You are comfortable working with a range of people in an open and respectful manner.
- You have excellent oral and written communications skills as well as strong fiscal management skills.
- You thrive in a self-motivated, independent environment with limited supervision, and can employ knowledge, experiences, resources, and decision making effectively to produce outcomes that support the success of the organization and its members and partners.
- You should be flexible, adaptable, and resilient, and able to persevere when working on long term projects.
- We prefer someone who has experience with strategic planning, short- and long-range visioning, and fundraising and grant development.
- You must be able to work legally in the U.S. and do not require sponsorship.

### **The application process.**

- Submit a cover letter explaining why you are interested in this position and how your experience will enable you to be successful as the Executive Director of CRRA. In the letter, please speak to how your qualifications align with the qualifications of this position.
- Submit a CV or resume.
- Submit full contact information for 3 references.
- Applicants who submit all information by April 20, 2021 will receive first consideration.
- Position remains open until filled.

Please submit all documents via email to [llyman@catholicresearch.org](mailto:llyman@catholicresearch.org).