

Jesuit Social Research Institute [JSRI] at Loyola University New Orleans
Executive Director Job Description 2020

The Executive Director (Director) of JSRI holds a full-time appointment with senior research fellow status and reports directly to Loyola University's Dean of the College of Arts and Sciences. The Jesuit Social Research Institute's mission is to transform the Gulf South through action research, analysis, education, and advocacy on the core issues of poverty, race, and migration. The Institute is a collaboration of Loyola University New Orleans and the Central and Southern Province of the Society of Jesus (Jesuits), rooted in Catholic Social Teaching.

The Director is responsible for supporting and promoting participation of fellows, faculty, students, and administrators in the mission of JSRI in consultation with the JSRI Advisory Board, and provides periodic reports to the Jesuit Provincial and the President of Loyola. The Director is responsible for the overall management of Institute's primary activities – Social Research and Analysis, Education, Facilitation, and Advocacy - as well as financial management and fundraising to support those activities.

The Director works with other university personnel to promote social justice research, education, and advocacy, including: the offices of the President and the Provost; Student Affairs; University Ministry; the Office of Advancement; Office of Research and Grants; programs in other colleges of Loyola; and other various faculty, staff and students who are interested in faith and justice related intellectual and advocacy work. The Director encourages and maintains close collaborative relationships with other potential on-campus partnerships, for example: Loyola Institute of Ministry (LIM), Gillis Long Poverty Law Center, the Office of Diversity, Equity and Inclusion, and the Loyola University Community Action Program (LUCAP), etc.

The Director represents JSRI in its external relationships with the Central and Southern Jesuit Province and province ministries and Jesuit communities, national organizations, state Catholic conferences, diocesan offices, other institutes within the Jesuit network, and other centers/institutes with similar missions.

Principle Duties and Responsibilities:

- **Administration:** Undertake personnel matters such as hiring, training, guidance and staff development; oversee budget development and compliance; oversee development of appropriate support infrastructure for JSRI's various programs and initiatives; ensure the optimal utilization of resources to operate programs and initiatives; establish and carry out strategic planning and policies for programs; develop and maintain an organizational structure that integrates and builds on strengths of programs and staff. Plan and lead staff meetings and plan Advisory Board meetings. Develop reports to the Dean, JSRI Advisory Board, Loyola President, Finance Office, and Jesuit Provincial and staff.

- **Development:** Work to identify and secure adequate funding for present and potential JSRI programs from university, province, and outside sources, including fundraising and grant writing; work with the offices of University Advancement and Research and Grants, among others, to develop and implement fundraising strategies for existing and future JSRI programs and staff. Develop appropriate program and finance reports for funders.

- **Research and Education:** Support and participate in research and writing consistent with JSRI's mission and education of the public and the Loyola community through existing publications (*JustSouth Quarterly* and *JustSouth Monthly*) and special reports; insure regular JSRI program evaluations and

assessments especially by the JSRI Advisory Board, examine the impact of JSRI on faculty, students, staff, Jesuits and their colleagues, and the community/region; initiate new research, education and advocacy projects on pressing social and economic justice issues; and integrate social media into dissemination methods of JSRI's research, education and advocacy projects.

- **Community/regional outreach:** In collaboration with JSRI staff, develop and maintain successful community/regional and Jesuit partnerships, including with grassroots advocacy organizations led by marginalized communities; facilitate partnerships with university faculty and staff, as well as student groups; represent JSRI's programs to the community/region and Jesuit works, especially in the Central and Southern Province, in order to attain future support and collaborations; promote the engagement of young adults in Jesuit and Catholic social ministries; network with social researchers and institutes in other Jesuit Universities, particularly those in the Central and Southern Province.

- **University outreach:** Work with the office of the President, the Provost, Deans, and University Ministries to promote faith-related social justice activities (research, teaching, immersions, advocacy, etc.); serve on appropriate college and university committees; and promote continuing faith justice education for faculty, staff and students.

- **Professional outreach:** Attend conferences, provide workshops, give talks, and present papers that promote the development of faith and justice issues in teaching, research, and advocacy; undertake professional writing to urge incorporation of faith justice issues in academia and public policy; engage in disciplinary and interdisciplinary collaborations that advance faith and social justice related intellectual and advocacy work. Garner honoraria to support JSRI work.

- **Lecturing:** Occasionally serve as a lecturer in the university, for Jesuit works, and elsewhere dealing with the subjects consistent with the JSRI's mission and primary activities.

Qualifications:

1. Proven social justice leadership experience, including involvement with advocacy and/or grassroots community organizing
2. Understanding of Catholic Social Teaching and the Jesuit tradition of 'the faith that does justice'.
3. An advanced degree in a field related to the mission of JSRI (sociology, political science, theology, law, etc.)
4. Strong familiarity with higher education, particularly in the areas of social sciences and community engagement
5. Strong writing, editing and speaking skills
6. Successful fundraising experience
7. Knowledge of methodologies for conducting qualitative and quantitative social research, including data analysis and applied research
8. Understanding of new ways of presenting research and advocacy within the current realities of social media
9. Ability to support and coach professional staff
10. Experience developing and implementing strategic plans
11. In tune with current social and political movements and connection with social networks