



U.S.-China Catholic Association.

January 2, 2025

POSITION ANNOUNCEMENT

Organization: U.S.-China Catholic Association

Position: Executive Director

Salary: To be determined based on experience and qualifications

Reports to: USCCA Board of Directors Chair

Location: Remote with occasional travel

This is a full-time, regular, exempt, remote position. The position could be part-time also for an experienced director with many years of experience. We consider early to mid-career candidate with an aspiration to learn from this role in preparation for career advancement in larger non-profits.

The roles are primarily Programming (50%), Development and Fundraising (20%). Administration (30%), This position is a 3-year term position. Terms are renewed by the Board of Directors at their discretion.

APPLICATION DEADLINE: March 1, 2025

ABOUT THE U.S.-CHINA CATHOLIC ASSOCIATION

The U.S.-China Catholic Association (USCCA) is the leading U.S. Catholic organization which is inspired by the Gospel in dialogue with the Catholic Church in China. Established in 1989, the USCCA builds bridges of friendship and dialogue in partnership with Catholic religious congregations, organizations and religious leaders, dioceses, parishes, schools, ecumenical participants, and friends in China and in the U.S.

ABOUT THE ROLE

Grounded in our purpose and priorities, the Executive Director (ED) will be responsible for the execution of programs to advance the USCCA's mission of dialogue and bridge-building between Catholics in China and the USA. The executive director will be a self-directed, a team-player and a collaborative servant leader who can generate excitement and commitment for the USCCA mission with an outward focus of engagement. The executive director will collaborate with and leverage the experience and expertise of the

of the Board of Directors many of whom are academic and mission experts in the Catholic Church in China. The executive director will understand that this is a Catholic ministry commitment and not merely a job. The role involves the amplification of the voices of the Chinese people and their lived religious experience.

Among the many responsibilities of the Executive Director are the following priorities:

- **Strategy:** Supports the board in a generative engagement strategy of sustained dialogue and learning between friends and supporters of the Church in China and the U.S. with a focus on engaged membership.
- **Programming:** Coordinates webinars, seminars and book circles including the Speakers' Series of international academic and religious China experts. Coordinates the USCCA's biennial conference, friendship ministry, mission appeal and annual study tours to China with the Board and partners in China.
- **Fundraising:** Manages the annual global fundraising appeal and ensures that financial goals are attained. Supports the annual mission appeals through a presentation series of speaking engagements by Board and Associate Directors at U.S. Catholic churches promoting an intercultural encounter between the Catholic Church in China and the Church in the U.S. Pursue grants and initiates creative fund-raising opportunities.
- **Budget:** Prepares and manages the annual budget in an effective and transparent manner.
- **Communication:** Manages the website, social media, blog posts, and email campaigns through multichannel outreach. Keeps the Board informed on programming and operational activities and challenges.
- **Administration and Operations:** Manages human resources including directing contractors and volunteers. Maintains all internal IT systems, including outward facing and internal collaboration and financial applications. Establishes annual priorities through an operational plan/objectives and key results with quantifiable goals in coordination with the Board of Directors. Drives performance and accountability through measurable impact.
- **Reporting:** Prepares monthly, and annual activity reports for the Board of Directors.
- Performs other duties as assigned and required.

ABOUT THE IDEAL CANDIDATE

The ideal candidate will have a minimum of five years of nonprofit experience in Catholic social ministry, and possess some of the following qualifications and qualities:

- Lay ministers both women and men, religious and clergy are encouraged to apply.
- Bachelor's master's or higher degrees in theology, ministry or divinity preferred.
- Knowledge of the East-West Catholic experience particularly the history, mission, and structure of the Church in China.
- Some proficiency in Standard Chinese (Mandarin) preferred but not required.
- The ability to thrive in an intercultural, international, and diverse work environment.

- An understanding of the value of faith-based dialogue and ecumenical advocacy at all levels (local to global), especially in dialogue with the Church in China.
- Internet and computer proficiency. Experience using (or can learn) Google Workspace, Salesforce, Zoom, Sync, Mailchimp and QuickBooks.
- Microsoft Office applications (Word, Excel, Outlook, etc.).
- Appreciation for the mission, vision, and values of the USCCA.

WORK AUTHORIZATION

Candidates for this remote position must reside within the United States or Canada and be authorized to work lawfully in the United States. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

EQUAL OPPORTUNITY

USCCA is an equal opportunity employer.

APPLICATION DEADLINE

March 1, 2025.

TO APPLY

Please submit a cover letter and resume or curriculum vita to Anne Tsui at this email: board@uscatholicchina.org. Your cover letter must address your experience and qualifications as aligned with the needs of the organization, as well as your specific interest in the USCCA.

Please visit: <https://www.uscatholicchina.org/> for more information about the organization. To obtain further details about this opportunity write to Anne Tsui at board@uscatholicchina.org.