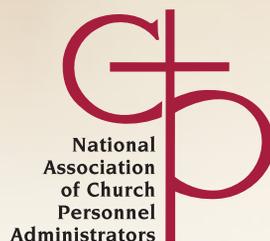


# NACPA is Hiring!

## Executive Director

Serve the Church by leading a national ministry dedicated to justice, dignity, and excellence in the workplace, grounded in Gospel values and Catholic social teaching.



### ABOUT NACPA

The National Association of Church Personnel Administrators (NACPA) is a national, mission-driven membership organization serving those responsible for human resources and personnel administration within the Catholic Church. Rooted in Gospel values, NACPA promotes just personnel practices, workplace justice, and professional excellence across dioceses, parishes, and Catholic institutions.

### POSITION OVERVIEW

NACPA seeks a visionary Executive Director to serve as the chief executive and pastoral leader of the Association. Reporting to the Board of Directors, the Executive Director is responsible for advancing NACPA's mission, strengthening its national presence, and ensuring organizational sustainability.

This position calls for a practicing Roman Catholic with deep appreciation for the life of the Church and the ability to lead a national nonprofit organization in service to those who support Church leaders and employees.

### PRIMARY RESPONSIBILITIES

**Mission & Strategic Leadership** - Advance NACPA's mission to promote just and equitable human resource practices grounded in Catholic social teaching. - Lead the implementation and ongoing evaluation of NACPA's strategic plan. - Serve as a trusted partner to a governing Board, translating strategic priorities into effective action.

**Stewardship & Administration** - Provide responsible stewardship of NACPA's financial, human, and operational resources. - Develop and manage the annual budget; oversee accounting, audits, and financial reporting. - Ensure compliance with legal, ethical, and Church-related standards and best practices.

**Staff, Consultants & Operations** - Lead and support a small administrative staff and network of consultants in a collaborative, mission-centered environment. - Oversee staff management, contracts, and key operational systems. - Ensure effective administration of membership services, programs, records, and national events.

**Membership & Formation** - Oversee educational programs, consultations, publications, and the national convocation. - Develop strategies to strengthen membership engagement, retention, and growth. - Ensure offerings address current and emerging Human Resources and workplace issues within the Catholic Church.

**Church & External Relations** - Serve as the primary representative of NACPA to bishops, diocesan and religious leadership, Human Resources professionals and other related organizations. Maintain a working knowledge of Catholic Church, governance, and personnel issues.

### QUALIFICATIONS

#### Required

- Practicing Roman Catholic in good standing with demonstrated commitment to the mission of the Church.
- Bachelor's degree in a related field (Master's degree preferred) or equivalent professional experience.
- Minimum of five years of senior leadership experience in nonprofit, Church, or mission-driven organizations.
- Demonstrated success in strategic leadership, board relations, financial management, and organizational oversight.

#### Preferred

- Experience in human resources administration, particularly in Catholic or faithbased settings.
- Professional HR certification (PHR, SPHR, SHRM-CP, SHRM-SPC, or equivalent).

### SKILLS & ABILITIES

- Faith-filled, ethical leadership grounded in integrity and sound judgment.
- Ability to lead through collaboration, transparency, and accountability.
- Strong communication skills and comfort representing the organization within Church and professional settings.
- Highly organized and self-directed; able to manage competing priorities with limited staff resources.
- Ability to seek financial sponsorships and other fundraising initiatives.
- Expertise with technology, databases, and digital communication platforms.
- Proficiency with Microsoft Office and other software applications.

### WORK ENVIRONMENT

- **Location:** Current office in Alexandria, VA; location negotiable. A fully equipped professional office suite is required (not in-home).
- **Travel:** 25% national travel required.
- **Status:** Full-time, exempt.

### PHYSICAL WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this position.

- Expertise with technology, databases, and digital communication platforms.
- Work is primarily performed in a professional office environment, including regular use of a computer, telephone, and standard office equipment.
- The role requires the ability to sit for extended periods, with occasional standing, walking, bending, and reaching.
- The position may require lifting or carrying materials such as files, documents, or event materials, generally up to 20 pounds.
- Travel (approximately 25%) is required, including attending meetings, conferences, and national events, which may involve extended periods of walking, standing, and travel by air or car.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the role, in accordance with applicable laws.

This job description is intended to describe the general nature and level of work being performed by an individual assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required.

NACPA reserves the right to modify, add, or remove duties and responsibilities at any time, with or without notice as organizational needs evolve. This description does not constitute a contract of employment.

To view the full position description, visit

[https://nacpa.memberclicks.net/index.php?option=com\\_dailyplanetblog](https://nacpa.memberclicks.net/index.php?option=com_dailyplanetblog)

To apply, submit cover letter and resume to [employment@nacpa.org](mailto:employment@nacpa.org)

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