



NAPA INSTITUTE™

EXECUTIVE DIRECTOR

JULY 2023



**MISSION
ADVANTAGE**
RECRUITING

WHAT IS THE NAPA INSTITUTE?

EMPOWERING CATHOLIC LEADERS TO RENEW THE CHURCH AND TRANSFORM THE CULTURE.

The Napa Institute harnesses truth, faith, and fraternity to forge the future and act as a catalyst for the Catholic renaissance.

THE AMERICA WE ANTICIPATED IS HERE. HOW WE RESPOND MEANS EVERYTHING.

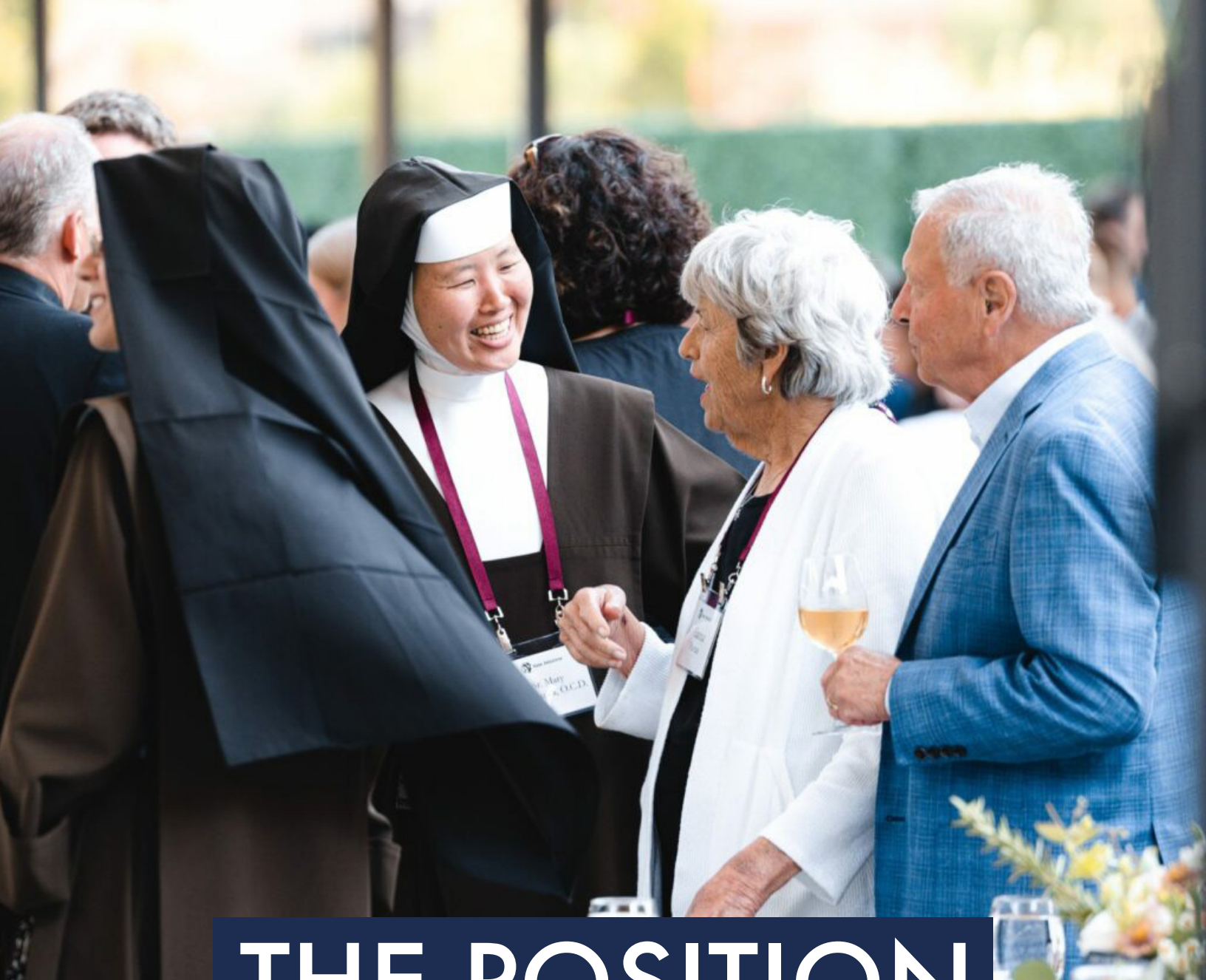
We believe that now is the time to advance the re-evangelization of the United States. Yet many yearn for the foundation they need to advance Christ's mission. At the same time, leaders and benefactors yearn to support Catholic causes. The Napa Institute acts as a conduit so all can courageously and eloquently defend our faith in the public square.

AN EXPLORATION IN FAITH. AN INVITATION TO ACTION.

The Holy Spirit was certainly at work when we founded the Napa Institute over a decade ago. Since then, we have brought people together to deepen their faith by growing an authentic relationship with Jesus Christ and their fellow Christians. With open seating at meals and other opportunities to socialize, our events allow time for fellowship and friendship in a way that is unrivaled among Catholic conferences.

The Napa Institute inspires:

1. Deeper conversations
2. Deeper impact
3. Deeper faith
4. Deeper friendship



THE POSITION

Reporting to the Chairman of the Board of the Napa Institute, the Executive Director will be responsible for the execution of the mission and vision of the Napa Institute and the continued growth of the organization.

Position located in Irvine, CA or Washington DC



- Must be spiritually mature and prepared to serve in an apostolate leadership position.
- Must be a practicing Catholic who regularly participates in the liturgical and sacramental life of the Church, strives to live the universal call to holiness in his or her own life, and understands and faithfully adheres to the teachings of the Church's Magisterium.
- Must possess excellent communication and social skills to build and maintain relationships.
- Must be able to work a flexible schedule to accommodate the execution of events to include weekends, early mornings, late nights and holidays at times.
- Must be able to travel frequently (i.e., generally, at least 1/3 of the time) and represent Napa Institute's mission well.
- Must possess prior experience overseeing a team and/or managing events.
- 5+ years of executive leadership in a Catholic apostolate or other religious nonprofit preferred.
- Must be able to work with busy and high-profile directors to communicate efficiently and thoroughly the direction and state of the Napa Institute.
- Must be physically able to stand/walk for extended periods of time while working.
- Bachelor's degree in a related field is required; a graduate degree is preferred.

PRINCIPAL RESPONSIBILITIES

- Actively engage in apostolic work to promote love of Christ and His Church through Napa Institute's mission.
- Build mission awareness through extensive travel, promotion, and sponsorship at various Catholic and other mission-aligned events around the United States and sometimes internationally.
- Grow and maintain key strategic relationships with attendees, donors, sponsors, and mission-aligned organizations. Continue to grow the base of strategic partnerships and supporters.
- Work with the board of directors to formulate short- and long-term vision strategies and growth opportunities in line with the mission of the Napa Institute.
- Be the face of the mission in meetings and work with the board of directors to report all operational information.
- Supervise the Director of Operations and meet regularly with the team to ensure SOP's and mission are aligned with planning efforts.
- Supervise the Director of Mission Advancement and participate in closing donor asks and enhancing relationships.
- Oversee the global and event financials, budgets, and P&L's. Work with the Director of Operations to determine new opportunities for efficiency and effectiveness in budgets.
- Oversee the annual financials and audit process.

Each of the items listed is considered an essential function of the position. However, the duties, responsibilities and requirements presented in this job description are intended to be broad-based and high-level and should not be construed as an exhaustive list of all roles or responsibilities for the position. Napa Institute reserves the right to reasonably alter the duties and responsibilities of the position.



Mission Advantage Recruiting has been retained to conduct this search for
The Napa Institute. To inquire, please contact:

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