INTERNATIONAL PRESENTATION ASSOCIATION

Executive Director
Recruitment Pack – 2024
Are you aware of the complexity of justice issues and the emerging needs of the world? Are you passionate about creating a better future for people and planet? Can you inspire and mobilize a global network of change makers?

The International Presentation Association (IPA) is looking for a new Executive Director to drive global advocacy for social justice and environmental sustainability.

We are seeking a visionary leader who can inspire and guide our international network of Presentation People and Sisters in 19 countries across the world.

As Executive Director, you will be at the forefront of systemic change, shaping our future direction, leading the implementation of our strategy, and fostering diverse collaborations that have a lasting impact.

**Our Vision**
A world in which the oneness and sacredness of all life is honored

**Our Mission**
To speak and act in partnership with others for global justice from a contemplative stance in a spirit of oneness with the whole of creation

**Our Call to Action**
The International Presentation Association believes in and respects the dignity of all. In our advocacy, we will honor and advance the rights of women and children, Earth, and indigenous and tribal people.
The story of the Presentation Sisters emerged around 300 years ago inspired by Venerable Nano Nagle. The IPA came into existence over 30 years ago.

**Nano Nagle**

Nano Nagle was born in 1718 to a family of wealthy Catholic landowners in Ireland. At the time, the penal laws deprived Catholics of many basic rights. Prominent among the prohibitions was the law forbidding Catholics to run schools, forcing families, such as the Nagle’s, to send their children to France and the ‘Low Countries’ to be educated. Poorer Catholics were faced with ignorance and illiteracy on the one hand or the proselytizing Charter Schools on the other.

When Nano Nagle returned from France around 1748, she was so disturbed by the plight of the poor that she encountered in her native country that she began almost immediately taking steps to address the situation. She used the income she had from her family to establish over time seven schools in Cork for both boys and girls.

Nano Nagle also made provision for the elderly and the prisoners in the locality and visited daily the poor in their homes. In attempting to ensure a stable future for her schools, she introduced the Ursuline Sisters to Ireland.

**Presentation Sisters**

In 1775 Nano Nagle founded the Presentation Sisters. She desired her Sisters to freely move around Cork doing good works for the poor of the city by following the example she had set. Her first followers in Ireland were Mary Anne Collins, Mary Fuohy and Elizabeth Burke.

Following the death of Nano Nagle, these three women continued to kindle the flame of Nano’s lantern until the Presentation Sisters spread around the world to all five continents forming independent Presentation Congregations all holding true to the values of their Founder.
International Presentation Association

IPA was founded by a decision, in 1988, of the Congregational and Provincial Leaders of Presentation Congregations across the world convinced that, unified around their passion, spirit and charism for the poorest and most vulnerable, they could do more together than they could alone.

Such an Association would ensure that the justice work of every Presentation Sister around the world could find representation at the global level.

At the Second Assembly in 1995 a significant commitment was to explore obtaining NGO status at the United Nations as a way of giving more strength to the global voice for justice.

In 2000 IPA accreditation with the Economic and Social Council (ECOSOC) at the United Nations was successfully obtained giving Presentation Sisters at the local and community level another effective platform to represent them at the global level.

Since then, the IPA consciousness has further expanded to embrace a deeper understanding of the relationship between vulnerable communities and their environmental context and how those environmental changes further deepen their impoverishment.

Our Strategic Goals

Mindful of our commitment to the dignity of all, we will honor and advance...

- The rights of women and children
- The rights of Earth
- The rights of indigenous and tribal people

Our United Nations Advocacy Focus is the elimination of violence against women and children.

For the 8th Assembly commitments, click here
Our Values

**Compassion**
Being fully present with people, in service, recognizing and responding to need

**Peace**
Practicing nonviolence in our thoughts and actions

**Partnership**
Communion and collaboration with one another

**Hospitality**
Receiving all with a welcoming and hospitable heart and mind

**Diversity and Inclusivity**
Embracing the richness of our cultures, experiences, and diverse ways of thinking

Our Beliefs

- We believe in the dignity and rights of all beings
- We believe in one sacred community
- We believe in education as a vehicle for transformation
- We believe in the work of transformative justice, consciously living out of an understanding that everything is related and interconnected
IPA’s strategy for the period 2024-2026 was launched in February of this year. It was developed by a strategy committee representative of our international community, and through different methods of consultation with the IPA Trustees, Directors, Core Team, and Justice Contacts.

The committee took into consideration the reports and recommendations made by the delegates and working groups at the 8th IPA Assembly.

During the Assembly it was agreed that the new strategy should build on the previous strategy (2020–2022) rather than completely renewing it.

Click here to read our IPA Strategy 2024-2026, Unity in Action and Advocacy
Governance and Operational Structure

One of the most significant decisions of the 8th Assembly was the commitment to create a new more sustainable governance structure for IPA which represents better the shift to a partnership approach between Presentation Sisters and their Partners in the work of justice. This diagram below is still in progress and some positions are not in place. The Executive Director will play an instrumental role in implementing this new organisational structure.

Members
Seven IPA Members were appointed in early 2024 and met for the first time on 10th April. They are the ultimate authority for the IPA.

Board of Directors
IPA has Directors representing Conference, Society and Union (see more details here). They oversee the Executive Director and the running of IPA.

Core Team
The Executive Director leads the IPA Core Team. They are responsible for the operations of IPA and work closely with the Justice Contacts.

Justice Contacts
Situated in 19 countries around the world, the Justice Contacts monitor and report on justice issues in their respective regions. They are not employed by IPA.

Presentation People
Today IPA involves more than 1,400 Sisters and Presentation People in 19 countries across the world.
Role Summary

**Job title**  IPA Executive Director

**Reporting to**  IPA Board of Directors

**Employer**  International Presentation Association

**Salary range**  US$80,000 – US$100,000

*Based on skills, experience and cost of living
Specific additional benefits may be considered on a case-by-case basis*

**Location and travel**  Can work from their country of residence, however need to be able to travel to New York and Geneva, as well as conduct occasional site visits in wider IPA countries.

**Working hours**  8-hour day, flexibility will be needed to work with people in different time zones

**Term of appointment**  5 years with the opportunity to be reappointed

**Start date**  As soon as possible

*Contract details will be discussed at the time of shortlisting*

**Purpose of Position:**

- To support the implementation of the 8th IPA Assembly outcomes.
- To give direction and leadership toward the achievement of the planning, implementation and evaluation of the IPA strategy, particularly through the work at the United Nation offices, and with the IPA network at the global and local level.
- To ensure effective leadership, mentoring, administration, organisation, communication, and financial management of IPA.
- Support the Board to fulfil its governance function.
- To effectively mentor, manage and support staff and volunteers enabling the achievement of IPA’s mission and goals.
- Establish effective networks and work in collaboration with other organisations.
- To actively engage with the UN office in Geneva, the home of Human Rights.

**Key Result Areas:**

- Coordination and Leadership
- Relationships with the IPA Network
- Administration
- Human Resources Management
- Networking, Partnerships and Collaboration
- Financial, Tax, Risk and Facilities Management
- Joint Collaborative Responsibilities with the Board of Directors
- Communications
- Board Administration and Support
What we’re looking for

We are looking for someone with the following skills and experience...

- A passion for the work of justice in the spirit of the IPA values.
- Significant leadership and management experience across different contexts and cultures.
- A global outlook and vision, and an awareness of the complexity of justice issues and the emerging needs of the world.
- Excellent organisational skills with an ability to apply and develop organisational governance.
- Proven skills in financial management.
- Proven track record in managing, developing and leading a high performing, connected and happy team of staff who are geographically dispersed.
- Proven ability to take the initiative and the responsibility for getting things done.
- Ability to work under pressure and to tight deadlines.
- A creative approach to problem solving.
- Ability to be adaptable, and flexible in a changing work environment.
- Excellent written and oral communication skills including public speaking.
- Proven experience in HR, IT and administration to run a global association.
- Experience of collaborative working and effective engagement with organisations and agencies from different sectors of society.
- Willingness to travel, with possible weekend or evening work and overnight stays.

We are looking for someone that is visionary, adaptable, collaborative, consultative, self-motivated, inspiring and is enjoyable to work with!
How to apply: Please send your CV and a supporting statement (as two separate documents) addressed to Rosie Bishop (rosie@caplorhorizons.org) and Ian Williams (ian@caplorhorizons.org).

Instructions for your supporting statement: on no more than one side of A4, please outline why you are applying for this position and how you meet the requirements of the role. Please use examples where you’ve previously held similar responsibilities and had success. We are also interested to hear what motivates you in your personal and professional life.

Deadline: Monday 17th June

Timeline

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>17th June</td>
<td>Application deadline (17:00 GMT)</td>
</tr>
<tr>
<td>17th-28th June</td>
<td>Shortlisting candidates</td>
</tr>
<tr>
<td>1st-12th July</td>
<td>Interviewing candidates</td>
</tr>
<tr>
<td>TBC</td>
<td>Further stage interviews, references contacted</td>
</tr>
<tr>
<td>Mid to end-July</td>
<td>Successful candidate selected</td>
</tr>
</tbody>
</table>

Caplor Horizons: Caplor Horizons are a UK-based NGO that support change makers to deliver a sustainable future. They have been working in partnership with IPA since late 2019 to support their strategy, structure and culture. As part of this they are assisting with the Executive Director recruitment process.