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community peacemaker teams

building partnerships to transform
violence and oppression

CPT POSITION OPEN EXECUTIVE DIRECTOR

Community Peacemaker Teams (CPT) seeks a full-time **EXECUTIVE DIRECTOR** who works closely with CPT's Program Director to fulfill the [mission](#) of CPT. The Executive Director (ED) brings leadership skills that can nurture a collaborative CPT culture with a strong focus on relating to donors, constituents and strategic partners primarily in the USA. The ED also works closely with and supervises the Development Working Group to promote and publicize CPT stories around the world. Responsibilities include overall financial and administrative oversight, strategic planning and culture formation, and close collaboration with CPT's Steering Committee (governing board).

Candidates should demonstrate strong organizational management skills; excellent people skills; commitment to grow in the journey of undoing oppressions; and ability to work independently and collaboratively as part of a dispersed team across continents. Nonprofit experience with a focus on grassroots social change preferred; prior CPT training is a plus; English fluency required (Spanish, Arabic, Greek, and/or Kurdish a plus).

TEAM: Administrative Team

REPORTS TO: Steering Committee Co-Chairs

TERMS: Full time (40 hours/week); flexible hours to work with colleagues in multiple time zones across the globe

COMPENSATION: CPT workers receive a living wage calculated for their specific location and household status.

BENEFITS: 100% employer-paid health, dental and vision coverage; four weeks annual vacation

LOCATION: Anywhere in the contiguous USA, with frequent domestic and international travel.

START DATE: Negotiable; July 1, 2026 preferred

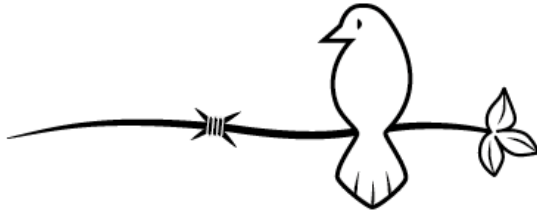
TO APPLY: please submit electronically, in English, the following to [hiring-ED@cpt.org](mailto: hiring-ED@cpt.org)

- Cover letter stating motivation/reasons for interest in this position
- Résumé/CV
- A list of three references with e-mail and daytime telephone numbers including time zone

APPLICATIONS ACCEPTED: 25 May – 15 June 2026. See full position description below.

CPT is an international, spiritually-based, non-profit organization that builds partnerships to transform violence and oppression. We seek individuals who are capable, responsible and rooted in spirituality/faith to work for peace as members of teams trained in the disciplines of nonviolence. We are committed to building an organization that reflects the rich diversity of the human family in ability, age, class, ethnicity, gender identity, language, national origin, race and sexual orientation.

- Mailing Address: PO Box 6508; Chicago, Illinois 60680, USA
- Tel: +1-773-376-0550 • email: [peacemakers@cpt.org](mailto: peacemakers@cpt.org) • website: www.cpt.org



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POSITION DESCRIPTION

Executive Director

POSITION SUMMARY

The Executive Director (ED) brings leadership skills that can nurture a collaborative, liberatory CPT culture into a well-resourced future. With a strong focus on relating to donors, constituents and strategic partners primarily in the USA, the ED collaborates with internal and external stakeholders to further CPT's mission through an undoing oppressions lens. The ED works closely with and supervises the Development Working Group as well as the Program Director, who is responsible for oversight of programs and personnel. Responsibilities include overall financial and administrative oversight, strategic planning and culture formation, and close collaboration with the Steering Committee. This full-time (40 hours/week) position may require considerable travel within the USA and some international travel to meetings and program sites.

ACCOUNTABILITY

The Executive Director reports directly to the Steering Committee through the Co-Chairs.

PEACEMAKER CORPS QUALIFICATIONS

Successful candidate must participate in a month-long training program to become a member of CPT's Peacemaker Corps.

- Strong commitment to CPT's mission, vision, and values
- Commitment to the practice of active nonviolent peacemaking as part of a team in settings of intense conflict and oppression
- Grounding in a spirituality/faith
- Demonstrated commitment to and interest in human rights and social justice
- Experience in and commitment to dismantling racism, sexism, heterosexism, settler colonialism, and other oppressions; awareness of ways that oppressions intersect; sensitivity to dynamics of privilege and oppression in different cultural settings
- Understanding of and willingness to participate in decisionmaking by consensus, while nurturing a culture of communication and consultation

RESPONSIBILITIES

- **External Relations and Fundraising 50%**
 - Build personal relationships with key donors to cultivate a sustainable, well-resourced CPT
 - Expand and diversify revenue streams including working with Steering Committee and Development team members to increase individual giving
 - Publicly represent and promote CPT's mission, values, and impact including development of strategic partnerships with like-minded organizations
- **Internal CPT Culture 35%**
 - Collaborate with the Program Director to sustain systems that support staff wellbeing and attend to the spiritual identity of the organization
 - Provide leadership for the Administrative Team including strategic planning, communication, and group processes toward a unified organization across teams
 - Manage critical incidents and messaging
 - Supervise and support Canada/TISN Coordinator and finance, development, communication team members
 - Facilitate and model servant leadership to deepen and uphold CPT's internal undoing oppressions processes and actively nurture an undoing oppression identity for CPT

- **Steering Committee Relations, Financial Oversight, Risk Assessment 15%**
 - Collaborate with the Co-Chairs to prepare and lead Steering Committee (SC) agenda for focused and effective discussion, discernment, and decision-making that upholds CPT’s mission and vision
 - maintain open communication with SC members
 - work with SC to strengthen relationships with sponsoring bodies and recruit new SC members.
 - Facilitate strategic planning with the SC that draws on and supports CPT-wide strategic planning
 - Provide overall financial monitoring, administrative oversight, and risk assessment for CPT
 - Oversee development and implementation of operational and financial policies in collaboration with Administrative Team members;
 - oversee development of annual operating budget for Steering Committee approval.

QUALIFICATIONS

- Education: Secondary school or equivalent required; University degree preferred
- Must be over age 21
- Legally authorized to work in the United States, and travel internationally

PREFERRED EXPERIENCE

- Minimum 3 years of nonprofit management
- Experience supervising a staff of five or more; commitment to collaborative leadership
- Demonstrated interpersonal and cross-cultural skills; ability to listen and share with sensitivity, tact, humor and humility
- Communication skills including writing, public speaking, and maintaining relationships with people in many locations, using ever-changing communication technology
- Facilitation skills to lead and participate in decision-making through consensus
- Effective experience in fundraising, especially donor relations
- Proven track record of developing goals, objectives, implementation and evaluation strategies
- Developing and monitoring budgets and working within a budget framework
- Working with people from diverse backgrounds, identities, and life experience
- Serving on and/or working directly with a nonprofit board

COMPETENCIES

- Written and verbal fluency in English required (Spanish, Arabic, and/or Kurdish a plus)
- Proficiency using Zoom, word processing, email, social media
- Able to recognize and maintain confidentiality
- Able to establish and maintain relationships across a diverse context
- Able to work independently and collaboratively as part of a dispersed team across continents
- Strong organizational and management skills

WORKING CONDITIONS

This is a full-time position with the expectation of 40 hours per week average. The normal working hours of CPT are flexible but demanding. Evening and weekend work may be needed. An urgent situation anywhere in CPT may demand the attention of the ED at any time. Working with members across time zones from GMT-9 (PT) to GMT+5:30 (India) may not fit into a 9:00am-5:00pm work day schedule. **This position is remote from anywhere in the contiguous USA with office space available in Chicago, Illinois.** Frequent domestic and international travel for meetings with donors, partners and teams is required.

Affirmed by CPT Steering Committee - April 29, 2026