JustFaith Ministries
Job Announcement – Executive Director
January 2018

JustFaith Ministries (JFM) invites applications for its Executive Director position. This position reports to the Board of Directors.

JFM's mission is to form, inform and transform people of faith by offering programs and resources that sustain them in their compassionate commitment to build a more just and peaceful world.

Key Qualifications of the Executive Director

The Executive Director position requires a mission-focused, seasoned and strategic leader with experience. Its principal focus will be: 1) Leading a small, dynamic organizational team that creates, markets and distributes Christian-based social justice programs and resources to a nation-wide audience; 2) Developing and maintaining partner and collaborative relationships with faith-based and social justice organizations that can help bolster JFM's program registrations and/or donor base; 3) Establishing, building and maintaining relationships with donors, with particular individual focus on key major donor relationships; 4) Interfacing with an active Board of Directors that provides support in a number of areas such as program advice, local program facilitator support and donor relationship maintenance; and 5) Managing appropriate operational, fiscal, and human resources systems typical of a well-run organization.

The successful candidate will likely have some combination of the following experiences and attributes: a) A demonstrated passion for, and theological grounding in, the social justice message of the Gospel; b) Significant leadership experience, preferably in a non-profit setting; c) A demonstrated ability to lead and manage a high performing, collaborative team; d) Strong communication skills and an outgoing demeanor, comfortable in interfacing with partners, collaborators, donors, and board members; e) Willing to travel, as necessary, within the United States to meet with key stakeholders to develop and maintain relationships. Importantly, the successful Executive Director will have the skills, sensitivity, and personal confidence to tap into the power and gifts that each member of the team brings to this mission. The Executive Director must also have the maturity to navigate the complexities of trying to respond to the Gospel directive within modern society and Church structures.

Applicants outside Louisville, Kentucky will be given strong consideration. All things being equal, preference will be given to candidates either in Louisville or those willing to relocate with some relocation assistance provided.

Please see job description that follows. Applications will be accepted until position is filled. Employment is anticipated to begin in the summer of 2018.

Compensation

JustFaith Ministries strives to provide just compensation to all of its employees. Starting salary for this position is commensurate with experience and education. Benefits associated with this position include vacation, medical insurance, a retirement plan and paid time off for holidays and sickness.

To Apply

Email the following to applications@justfaith.org. Or mail these materials to:

Attn: Executive Director Search Committee
JustFaith Ministries
PO Box 221348
Louisville, KY 40252

1. Current résumé,

2. Letter of application specifically addressing the **Qualifications, Knowledge and Skills** in the job description,

3. Names and contact information for three employment-related references

JustFaith Ministries is an equal opportunity employer.

Job
Description
Executive
Director

Vision: *JustFaith Ministries envisions a vast community of faithful people, transformed by the Spirit and leading extraordinary lives of compassion.*

Mission Statement: *JustFaith Ministries forms, informs and transforms people of faith by offering programs and resources that sustain them in their compassionate commitment to build a more just and peaceful world.*

The staff of JustFaith Ministries (JFM) is committed to being a faith community working in partnership with each other to see that the work of JustFaith Ministries is accomplished and instilled with the integrity of the Gospel. Love, reverence, and collaboration are the qualities sought from members of the staff team.

Job Title: Executive Director

Classification: Full-time, exempt; 40-hours a week, occasional evening and weekend, travel required.

Reporting Relationships: Reports to and evaluated by the Executive Committee through the Board co-Chairs. Supervises and evaluates the Staff (currently 6 full- and part-time) of JustFaith Ministries

Position Overview: The Executive Director is responsible for managing all aspects of JustFaith Ministries operations. This includes building a national presence, financial management, human resources, programs, fund raising, marketing, and evaluation. With the Board of Directors, the Executive Director sets Strategic Direction for the organization and works with staff to effectively meet strategic goals.

Specific Responsibilities:

Building a national presence

- Represent JFM in the media, to the public, to donors, and with existing and potential partners and other stakeholders
- Bridge national and regional operations
- Establish and maintain partnerships and collaborations that advance the mission of JFM
- Identify growth opportunities and priorities for the organization
- Ensure cohesive, consistent, and effective branding and messaging across all internal and external communication vehicles
- Create and implement external communication strategy to maximize JFM's positive exposure in all viable markets
- With the Director of Organizing, ensure the coordination of local leaders, regional representatives, members, and JFM program graduates

Fundraising

- Work with the Director of Charitable Giving to advance tactics, plans, and schedules to bolster development success
- Cultivate major gifts to the organization
- Build and sustain a diversified donor base and funding sources

Programs

- With the Director of Programs, ensure the development and evaluation of programs and resources that advance the mission of JFM

Board Relationship

- Participate as a member of the committees of the board, or coordinate staff representation on all other board committees
- Work in partnership with the Board to create and update the strategic plan and the supporting operational and tactical activities in order to achieve strategic goals
- Communicate regularly, clearly, and candidly with board
- Consult with the board on potential candidates for board membership
- Participate in board leadership as member of executive committee
- Participate as member in monthly conference calls and semi-annual meetings of board
- Ensure well-planned, well-executed board gatherings by leading staff effort
- Be responsive to board committees and individual initiatives, inquiries, and needs

Financial Management

- Direct the implementation of the annual operations plan and budget
- Manage the annual budgeting process and help ensure fiscal responsibility
- Develop and implement systems for reporting, measuring, and supporting local revenue generation

Human Resources

- Implement HR policies approved by the board
- Instill a human capital development and "coaching" culture within JFM that attracts, hires, and retains the
- staff necessary to achieve organizational goals;
- Ensure relevant human resources functions including: training, development, compensation and benefits, employee relations, performance evaluation, and recruiting
- Cultivate the values of JFM within the organization
- Provide all staff a strong day-to-day leadership presence, support and an open-door policy

Evaluation

- Manage the performance assessment process that drives, measures, and evaluates progress against goals for the organization
- Develop, track and report on key performance metrics to help assess the strategic and operational plans and financial health of JFM

Qualifications, Knowledge and Skills:

Strategic Vision and Agility—ability to think strategically, anticipate future consequences and trends, and incorporate them into the operational plan.

Networking- proven ability to establish and grow relationships with current and potential partners and collaborators;
ability to communicate effectively with Catholic, Protestant and ecumenical organizations.

Faith-Based Social Justice Orientation - strong grounding in Christian underpinnings to social justice issues.

Results-proven Track Record—ability to meet or exceed both mission goals and key financial goals; evidence of the ability to consistently make sound decisions through a combination of analysis, wisdom, experience, and judgment; high level of business acumen including successful P&L management; ability to balance the delivery of programs against the realities of a budget; and problem solving, project management, and creative resourcefulness.

Educational Background – Masters degree or similar advanced degree with a theological major or emphasis preferred.

Leadership and Organization—exceptional capacity for managing and leading people; a team builder who has experience in dynamic organizations; ability to connect staff both on an individual level and in large groups;

capacity to enforce accountability, develop and empower top-notch leaders at all levels, cultivate entrepreneurship, and create an environment so as to put people in the position to succeed.

General Management—broad experience with, and a thorough understanding of, the full range of business functions and systems, including strategic development and planning, budgeting, business analysis, finance, information systems, human resources, and marketing.

Capacity Building—ability to effectively build organization and staff capacity, developing a top-notch workforce and the processes that ensure the organization runs smoothly.

Action Oriented—decisive; looks for challenges; able to act and react as necessary, even if limited information is available; confident; possesses leadership bearing that can overcome resistance to leadership and take unpopular stands when necessary.