

POSITION: Executive Director
ORGANIZATION: Interfaith Council of Metropolitan Washington
LOCATION: Washington, D.C.

Background:

IFC was founded in 1978 by visionary religious leaders who recognized that diversity can be a powerful source of unity. Originally bringing Jewish, Muslim, Protestant, and Roman Catholic faith communities together for dialogue and service, IFC became the first staffed interfaith organization in the nation. During the past 40 years, IFC has grown stronger by expanding its membership to include Baha'i, Buddhist, The Church of Jesus Christ of Latter-day Saints, Hindu, Jain, Sikh, and Zoroastrian faith communities, for a total of 11 diverse religious traditions. All share the vision of building an inclusive community so that one day people of all faiths will feel welcomed, respected, and appreciated for their common values and for their diverse beliefs and practices. The incoming Executive Director will succeed Rabbi Gerald Serotta, who has led IFC since 2014. Rabbi Serotta succeeded IFC's Founding Executive Director, the late Rev. Dr. Clark Lobenstine, who served for 35 years.

Scope:

The ideal Executive Director is passionately committed to interfaith understanding and solidarity. S/he reports to and works collaboratively with the Board of Directors in leading IFC to realize its vision and mission. S/he ensures that IFC's programmatic strategies, fiscal management, fundraising, communications, marketing, human resources, and technology are effectively coordinated and implemented across all segments of the organization.

The successful candidate's leadership style is collaborative, inclusive, and community-building. S/he is enthusiastic about bringing diverse constituencies together, appreciating the range of beliefs and practices represented in IFC while finding common ground.

The successful candidate has demonstrated effectiveness in stakeholder engagement, strategic planning, consensus-building, programming, fundraising, fiscal management, human resource management and development, community outreach, marketing, and public relations.

Process:

The search is being handled by PNP Staffing Group. Submit a resume and customized cover letter to Barbara Ramundo, Vice President, at bramundo@pnpstaffinggroup.com. The full job description and more information about IFC are available at www.ifcmw.org or upon request. Deadline for submission is March 15, 2020.

EXECUTIVE DIRECTOR JOB DESCRIPTION



Position:	Executive Director
Organization:	Interfaith Council of Metropolitan Washington
Location:	Washington, DC
Salary:	Commensurate with experience

PNP Staffing Group has been retained by IFC to conduct an exclusive executive search for its new Executive Director.

About the Interfaith Council of Metropolitan Washington

IFC was founded in 1978 by visionary religious leaders who recognized that diversity can be a powerful source of unity. Originally bringing Jewish, Muslim, Protestant, and Roman Catholic faith communities together for dialogue and service, IFC became the first staffed interfaith organization in the nation. During the past 40 years, IFC has grown stronger by expanding its membership to include Baha'i, Buddhist, The Church of Jesus Christ of Latter-day Saints, Hindu, Jain, Sikh, and Zoroastrian faith communities, for a total of 11 diverse religious traditions.

In its vision statement, IFC resolves “to build an inclusive community so that one day people of all religious backgrounds will feel welcomed, respected, and appreciated for their common values and for their diverse beliefs and practices.” IFC’s mission is “to create an inclusive community of diverse faiths in our nation’s capital that is focused on the values that unite us and the distinctions that make each faith unique.” IFC pursues its mission through:

- its annual Interfaith Concert featuring music and dance of diverse faiths
- its annual Unity Walk that introduces participants to different faith traditions and prayer spaces
- its annual Day of Unity that enables participants to engage in local community-building projects with people of other faiths
- a grassroots response and outreach network of individuals and congregations that responds to and combats incidents of bigotry throughout the Washington area
- an annual summit to develop the next generation of interfaith leaders
- a directory of community service providers
- materials and speakers to help teach about religious diversity
- interfaith dialogues in various settings

- its annual Interfaith Bridge Builders Awards event to recognize exemplary interfaith leadership
- and other initiatives.

IFC governance is structured as follows:

- **The Board of Directors** – The Board consists of five Officers and up to 32 other Members.
- **The Officers** – The officers include the President, Chair of the Board, First Vice President, Secretary, and Treasurer.
- **Committees** – Standing committees include Executive, Finance, Nominating and Leadership Engagement, Professional Development and Evaluation, and Program Steering. Ad hoc committees and task forces are constituted for specific purposes, such as strategic planning and event planning.

IFC is staffed by:

- the full-time Executive Director
- a full-time office manager/bookkeeper
- a 3/5-time consultant serving as communications and program director (9.5 months/year)
- a 3/5-time consultant serving as director of outreach
- one to three unpaid college-level interns
- and various part-time or short-term consultants on programs, publicity, and development.

For more information about IFC, visit its website (www.ifcmw.org) and view its 40th anniversary video that is on the homepage.

Position Overview

IFC envisions its new Executive Director as a creative and inspirational leader who can advance the organization's mission, expand its human and financial resources, and increase its impact. The incoming Executive Director will succeed Rabbi Gerald Serotta, who has led IFC since 2014. Rabbi Serotta succeeded IFC's Founding Executive Director, the late Rev. Dr. Clark Lobenstine, who served for 35 years.

The ideal candidate appreciates the distinctive insights of all the faiths represented in IFC, while remaining deeply rooted in her/his own faith. In this role, the individual finds common ground among IFC's member faiths, celebrates their distinctiveness, and promotes their collective voice. The new Executive Director effectively engages faith communities in deepening understanding and builds a community of respect, dignity, and solidarity in the metropolitan Washington area.

Key Responsibilities

Leadership

The Executive Director inspires respect for herself/himself and for IFC among the various faith communities and their leaders, as well as throughout the wider community. The Executive Director creatively conceives of new and revitalized initiatives to advance IFC's vision and mission, and advocates on behalf of IFC with all stakeholders. The Executive Director's passion for the cause of interfaith understanding impels people to support and join IFC's work.

Program Planning, Implementation, and Evaluation

The Executive Director creates, implements, and evaluates programs that promote the organization's goals, working in concert with the Board and the Program Steering Committee. The Executive Director thinks strategically about the challenges and opportunities facing IFC and develops programming accordingly.

Fundraising and Financial Management

The Executive Director is the primary fundraiser for the work of IFC and is responsible for planning and administering annual fundraising events, such as the Interfaith Concert and the Interfaith Bridge Builders Awards. The Executive Director also takes the lead, with Board members, in seeking foundation grants, corporate sponsorships, and major gifts, and in encouraging financial support by member faith communities.

The Executive Director manages the financial resources of the organization and oversees the development and implementation of the annual budget, which is adopted by the Board and monitored by the Finance Committee.

Human Resource Management and Development

The Executive Director works closely with the Board and the Executive Committee to raise the organization's effectiveness and impact. In concert with the Nominating and Leadership Engagement Committee, the Executive Director works to strengthen the Board by attracting, retaining, and engaging outstanding individuals for Board service, and develops Board capacity. The Executive Director hires, supervises, mentors, evaluates, and terminates IFC employees, consultants, interns, and agents of IFC, and establishes the terms of their association with IFC, within the annual budget and in accordance with IFC's Personnel Policies. The Executive Director oversees the selection and supervision of interns and volunteers. The Executive Director directs efforts to increase volunteer and grassroots participation, including outreach to the next generation of interfaith leaders and effective use of social media and other technologies.

Community Outreach, Marketing, and Public Relations

The Executive Director represents IFC to the public and coordinates others who do so by:

- Preparing and/or approving public communications (e.g. newsletter, e-newsletter, media releases, website, blogs)

- Acting as the first point of contact for the media, public officials, and religious leaders
- Maintaining and enhancing IFC's social media presence
- Making initial judgments when asked by another group whether IFC may be involved in a program or event and, if appropriate, presenting the information for a decision by the Board or Executive Committee
- Drafting and/or working with others in preparing public policy statements and/or letters to government officials or others for action by the Board or within Board-approved mandates, and interpreting those statements/communications to the wider community as needed
- Participating in meetings, conferences, programs, services, or dialogues sponsored by others as an official representative of IFC
- Serving on non-IFC bodies and, when elected to do so, serving in a leadership capacity if this is compatible with the other responsibilities of the Executive Director.

Other

The Executive Director performs other duties as needed to implement the vision of the organization and its day-to-day programmatic and organizational functions. This includes being aware of laws and regulations affecting IFC specifically and non-profit organizations generally, and working with others as needed in advocating for the organization's needs and interests.

Qualifications

- A respected religious leader (whether ordained clergy or not) with a passion for interfaith understanding and solidarity, and an appreciation for the diverse beliefs and practices of IFC's member faiths as well as for their common values
- An experienced strategic thinker with a facilitative leadership style and the ability to energize and engage internal and external stakeholders
- Knowledge of strategic planning
- Demonstrated ability to ensure ongoing programmatic excellence through evaluation of existing programs, revitalization of programs, and creation of new ones
- Proven track record of success and growth in developing and executing a multi-tiered fundraising strategy
- Knowledge of and experience with basic nonprofit accounting, budget development, audits, and monitoring of fiscal operations
- Ability to facilitate collaborative problem solving (consensus building) and inclusive teamwork among staff and board
- Ability to strengthen board capacity

- Ability to lead volunteers and create volunteer opportunities/programs that harness volunteer service to further the organization's mission, fostering the spirit of volunteerism
- Experience with community outreach and marketing strategies to build public awareness of organizational mission and messages
- Working knowledge of risk management, crisis management, and basic laws and regulations for nonprofit organizations

IFC is committed to providing equal employment opportunity to qualified persons without regard to race, sex, color, religion, national origin, citizenship, marital status, sexual orientation, age, disability, military or Veteran status, or any other protected status or classification under federal, state, or local law.

Application Process

To apply, e-mail a customized cover letter, resume, and salary requirements to bramundo@pnpstaffinggroup.com at PNP Staffing Group (e-mail applications are required) by March 15, 2020. Applicants will be contacted if their qualifications match all the requirements of the job.