

## **Executive Director of Elizabeth Ministry International, Inc.**

**Reports to:** Elizabeth Ministry International, Inc. (EMI) Board of Directors

**Direct Reports:** All staff of EMI

**Job Summary:** Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for EMI's programs, staff, growth and execution of its mission.

### **Essential Job Functions:**

#### **Leadership & Management:**

- Implement the strategic plan approved by the Board of Directors to ensure ongoing program excellence through innovative solutions with measurable outcomes that address the mission of EMI.
- Actively engage and energize EMI staff, volunteers, chapters, Board, donors, contacts and partnering organizations to achieve a limited number of strategic goals by implementing 90 day plans and efficient decision-making.
- With the Board of Directors, establish guidelines that align with corporate best practices and stakeholder values, participate in EMI Board and committee meetings and ensure that all legal and procedural requirements are followed.
- Assure EMI affairs are conducted in a manner consistent with its values, articles of incorporation and bylaws/policies; as well as review and recommend changes as needed to stay compliant with federal/state/local laws and regulations and internal policies.
- Develop organizational infrastructure to efficiently and effectively carry out mission and strategic priorities.
- Responsible for the overall EMI budget and oversight of administrative activities, including but not limited to management of the EMI building.
- Assist in devising and implementing strategies to increase engagement of donors and to assure donor satisfaction.
- Provide leadership in the planning and coordinating of events/educational programs for the community.

### **Fundraising & Communication**

- Design and execute a comprehensive giving and fundraising program that involves the community and chapters, and supports EMI program development.
- Research and identify funding opportunities, write grants as appropriate and/or manage the grant writing process.
- Maximize revenue from resources based on value provided while increasing the provider/user base of those resources.
- Deepen and refine all aspects of communications – web presence, newsletters, social media, presentations, press releases, media events, etc. - with the goal of creating a strong, recognizable brand.

### **Key Selection Criteria:**

#### **Desired qualification:**

- Be a practicing Roman Catholic with a strong understanding of the organizational structure of the Roman Catholic Church.
- Experience in modern IT applications and fundraising techniques that support the goals.

#### **Minimum qualifications include:**

- Must be able to demonstrate a strong knowledge and understanding of Roman Catholic teachings and lead a faith-filled life consistent with such teachings.
- Must be willing to sign a statement of obedience to the Magisterium and publicly exhibit personal belief in the EMI Mission and Vision.
- Bachelor's degree in faith-based field, communications, nonprofit management, business, or related field.
- Proven experience working in community and/or private foundation environment, with an understanding of foundation structure, legal requirements, grant-writing and board governance.
- Minimum of 8 years of comprehensive experience (preferably in a non-profit environment) including the areas of fundraising/development, marketing, communications, event planning and program development.
- Proven creative, strategic, analytical and organizational skills, and the ability to inspire innovation. Commitment to quality programs and data-driven program evaluation.
- Supervisory experience within a corporate and/or nonprofit setting.
- Excellent written and verbal communications skills; ease at speaking in front of large groups and to the media.
- Ability to inspire and engage stakeholders at all levels.
- Strong knowledge of multiple software programs such as Excel, Word, PowerPoint, SharePoint, QuickBooks, etc.

- Ability to multi-task under pressure and resolve problems.
- Willingness to work occasional nights and/or weekends as well as travel to appropriate conferences within an average of 40-50 hours per week.

This job description is not intended to be all-inclusive. The EMI Board of Directors may assign other reasonably related business duties. This job description is not intended to imply a written or implied contract of employment.

The position of Executive Director of EMI is a professional full-time staff assignment. Compensation for this position will be reviewed periodically and increased based on merit, performance and available funds. Bonus compensation program may also be offered based upon appropriate goal achievement. No additional benefits are included at this time.