Interfaith Coalition is seeking an innovative, experienced individual to lead the organization. It is anticipated that the successful incumbent will have strong management/leadership skills to assist the organization in accomplishing its mission as well as establish a strategic vision for the future and ability to engage community partners.

TO APPLY
Application materials may be obtained by visiting https://www.interfaith-coalition.org/our-story/job-openings/. Return completed applications to kara@turnerhrservices.com. First consideration given to applications received by June 12, 2020. Position open until filled.

OUR VISION
Interfaith Coalition is a community of many faiths working together to eliminate homelessness and poverty in Whatcom County.

OUR MISSION
Our member congregations collaborate to fill gaps in human services and to meet housing and other needs of marginalized people.

OUR VALUES
- All people deserve to live in a safe home.
- All people have dignity and need to be treated with respect.
- Services are offered without regard to religious affiliation.
- We respect each person’s religious choices and value the power of diverse faiths working together.

OUR ORGANIZATION
Since 1981, Interfaith Coalition has been a leader and a partner in tackling some of our community’s greatest issues to ensure the health and well-being of all of Whatcom County’s residents. As a 501(c)(3) non-profit, the organization serves the community with 10 staff, countless volunteers and community partners and an annual budget of approximately $760,000 (2019-20).

POSITION SUMMARY
The Executive Director of Interfaith Coalition of Whatcom County leads the agency in accomplishing the mission, goals and objectives under the direction of the Board of Directors. Manages the organization’s budget and achieving financial objectives for long-term sustainability. Oversees the planning, implementation and evaluation of developmental programming to ensure quality programs that meet community needs.
CORE RESPONSIBILITIES:

Financial and Risk Management
- Present annual budget for approval and monitor on a monthly basis.
- Report IFC’s financial condition monthly to the Finance Committee and the full Board.
- Assure adequate control and accounting of all funds by maintaining sound financial practices, records and documents to ensure compliance with federal, state and local regulations.
- Safeguard the resources and the reputation of the agency.

Grants and Fundraising Management
- Identify potential revenue sources and implement a realistic, but ambitious strategic fund development plan to meet current and future needs of the agency.
- Anticipate and plan for changing financial needs.
- Oversee and participate in writing of grants for revenue enhancement and to build capacity.
- Use revenue in the manner intended by the donor or grantee.
- Build and maintain relationships with donors, potential donors and faith community stakeholders.
- Negotiate and deliver the “ask” for large gifts.
- Coordinate end-of-the year campaign, general donations and grant support in partnership with the Development Specialist.
- Oversee the annual auction by collaborating with the Development Specialist, Board, other staff and volunteers in all aspects to assure success.

Program Coordination and Supervision
- Ensure that an effective management team and succession plan is in place for all key positions.
- Evaluate and determine staffing requirements for organizational management and program delivery as the agency evolves.
- Supervise program staff and provide overall direction to programs.
- Delegate effectively allowing other staff members to have opportunities to make decisions within their spheres of influence.
- Ensure that job descriptions and performance parameters are current and in place for all employees and regular/annual performance evaluations are completed.
- Oversee the implementation of human resources policies, procedures and practices including coaching and a disciplinary process.
- Maintain a positive, healthy, and safe work environment in accordance with all appropriate legislation and regulations.
- Participate in an annual performance evaluation of self, conducted by Board as stipulated by the bylaws.
- Liaison with partner agency staff to maintain and strengthen collaborative relationships.
- Seek adequate program and office space to meet future program and staff needs.
Communications

- Maintain and increase the visibility of the Coalition within the community at large by personal contact and effectively and frequently communicating the vision and the need.
- Work with communications consultant and public relations committee in media outreach, promotional materials and messaging.
- Coordinate the publication of a quarterly newsletter, monthly e-blasts, and notices to congregation bulletins and newsletters, and media releases.
- Oversee maintenance of the website and other promotional materials.

Organizational and Program Development Management

- Develop programs, strategic and financial plans with Board of Directors and staff and carry out the plans and policies authorized by the Board.
- Work to ensure that the agency’s mission, vision and policies are effectively accomplished as the Board of Directors and Executive Committee’s staff liaison.
- Act as liaison to many of the Board standing committees.
- Participate in Board and volunteer development.
- Keep the Board informed and motivated.
- Promote active and broad participation by volunteers in all areas of the organization’s works.
- Oversee the goals and outcomes of the strategic plan of the Board and staff.
- Continue to strengthen and integrate Family Promise with the Interfaith Family Housing program.
- Determine in conjunction with board members, staff, direct service agencies and non-profit organizations critical needs of the low-income populations of Whatcom County and ascertain ways in which the Coalition might respond to developing areas of need.
- Oversee the growth of the agency’s programs, always looking for new and better ways to operate and fulfill the mission.

QUALIFICATIONS

Education & Experience

- Bachelor’s Degree in Business Administration, Human Services or another related field preferred.
- Three or more years experience in a leadership role within a service organization with minimum three years supervisory experience.
- Nonprofit management experience preferred.
- Solid experience in the areas of finance/budget management, fundraising, human resources, office administration, public relations, and marketing.
- Proven experience with special events, individual donor cultivation, direct mail, major gifts and grant writing.

Knowledge, Skills & Abilities

- Knowledge of federal and state regulations applicable to managing non-profit organizations.
• Ability to maintain a positive organizational culture that helps attract and retain competent and caring staff.
• Computer skills and proficient in Microsoft Suite and other standard office software products.
• Ability to establish and maintain effective working relationship with families, Board, employees and community stakeholders.
• Excellent written and verbal communication skills – ability to plan, organize and effectively make community presentations.
• Capacity to evaluate and analyze effectiveness of service plans and programs.
• Ability to effectively resolve challenging issues and address problems promptly and professionally involving others as needed.

Special Requirements
• Must have and maintain a valid Washington State Driver’s License with acceptable driving record and proof of insurance for work-related travel.
• Must successfully pass a criminal records and background check.

WORKING CONDITIONS
The Executive Director works both in an office environment and throughout the community attending meetings, trainings and presentations. Some evening and weekend hours due to meetings and events. Sufficient mobility is required for movement throughout the office and community. The employee frequently is required to use hands and fingers (computer), handle or feel and reach with hands and arms. Lifting a maximum of 30 pounds (boxes, supplies, etc.) may be required. The ability to hear and communicate at a level sufficient to perform the essential functions of the position is required.

SALARY & BENEFITS
Competitive salary based on experience. Interfaith Coalition provides a great benefits package including:
• Paid Vacation and Sick Leave
• Health and Dental Insurance
• Retirement Program - Employer contribution

SELECTION PROCESS
After reviewing the application materials, Interfaith Coalition will contact the most qualified candidates to participate in a selection process consisting of job-related selection exercises. Interfaith Coalition will make reasonable accommodation upon request for those individuals with disabilities.

Interfaith Coalition is an Equal Opportunity Employer