

THE INTERFAITH CENTER OF ARKANSAS IS HIRING A NEW EXECUTIVE DIRECTOR

DESCRIPTION OF THE ORGANIZATION:

The Interfaith Center of Arkansas is a nonprofit organization with a mission to reduce fear and prejudice among the people of diverse faith traditions. For over ten years, the Interfaith Center has worked to change the attitudes and behaviors of our fellow brothers and sisters by providing education, relationship building opportunities, and fostering interfaith dialogue among people of diverse backgrounds.

In a world of increasing polarization, peaceful coexistence among followers of various religious beliefs is the way forward for peace and prosperity. The Interfaith Center partners with dozens of local faith communities and volunteers to provide vision and programs that bridge the differences, increase mutual respect and harmony, enrich our lives, and promote interfaith cooperation skills. We also train leaders and equip them with the vision, knowledge, and skills to positively engage the religiously diverse communities in Central Arkansas.

JOB DESCRIPTION OF THE EXECUTIVE DIRECTOR:

The Interfaith Center of Arkansas is currently seeking a dynamic and visionary leader with a personal commitment to interfaith harmony to guide the organization through its next phase. Working with the Board of Directors, the executive director will have an incredible opportunity to expand Interfaith Center's impact, strengthen the interfaith networks in Arkansas, foster new and innovative partnerships and program models resulting in a stronger community.

The Executive Director reports directly to the Interfaith Center's Board.

1. To provide leadership and vision to the Interfaith Center of Arkansas.
2. To organize and support the volunteers, staff, and board in carrying out the mission of the organization.
3. To manage the overall growth and work of the organization.

RESPONSIBILITIES:

Leadership and Management:

- Provide leadership and framework for the Interfaith Center.
- Develop deep knowledge of ongoing interfaith movement in the country, science of interfaith cooperation, and the art of interfaith leadership.
- Develop knowledge and understanding of local faith communities in Central Arkansas.
- Spread the inspiring vision of interfaith cooperation in the faith communities of Central Arkansas.
- Lead the development and implementation of strategic directions and plans with the help of the Board of Directors.

- Develop and manage an effective and engaging volunteer program. Motivate and coach volunteers from various congregations and faith communities as interfaith leaders.
- Build, maintain and model the kind of inclusive culture in all volunteers and programs that supports the interfaith cause and mission.
- Manage all operations of the organization.

Development and Fundraising:

- Share leadership on fundraising & development efforts with the board of directors.
- Maintain current partnerships to garner new opportunities of financial growth.
- Strategically plan and develop new relationships for expansion of our mission into new congregations.
- Regularly meet with the funders and keep them updated on the work of the Interfaith Center.

Community Engagement:

- Embrace the role of key ambassador for the Interfaith Center in Central Arkansas.
- Nurture and strengthen relationships with existing partner organizations.
- Engage new congregations and organizations in the interfaith cause and mission.

Programs & Activities:

- Ensure that all interfaith programs are aligned with the organization's vision, executed on time and inclusive to diverse religious groups.
- Design new programs that support the growth of the organization and fulfill emerging community needs.
- Find ways to expand the Interfaith Center's reach into new communities and congregations.

Communications and Public Relations:

- Frame issues of interfaith cooperation with a compelling analysis.
- Represent the organization with the media in speeches, workshops, and meetings.
- Oversee the Administrator for the development and strengthening of all aspects of organizational communications including email newsletters, social media, and web presence with the goal of creating a stronger brand.

QUALIFICATIONS AND DESIRED SKILLS:

- Demonstrated experience in community engagement within faith communities, social justice, or related fields.
- Proven track record of leading and inspiring an organization or a community in a leadership position.
- Strategic planning and program development competency.
- Demonstrated strong management and organizational skills.
- Excellent relationship building and listening skills.
- Exemplary verbal and written communications skills
- Collaborative team building leadership style that develops the leadership of others.

Compensation:

This is a full-time position and salary is commensurate with experience.

How to apply:

Please apply by sending this information to theinterfaithcenter@gmail.com and put the *Executive Director* in the subject line.

1. Cover letter of interest
2. Resume
3. Contact information of three professional references