

PRESIDENT
Valley Interfaith Council
Job Description

April 28, 2008

REPORTING RELATIONSHIPS

Accountable to the Board of Directors, reports to the Chair of the Board.

POSITION SUMMARY

Responsible for achieving the overall goals and objectives of the Valley Interfaith Council, in the context of the VIC mission statement:

VIC unites people of conscience in interfaith action to build bridges of understanding, service and justice.

DUTIES AND RESPONSIBILITIES

1. Fund-raising and Management

Oversees the development and implementation of financial support for all VIC programs and support services. Develops and implements a comprehensive fund development plan in conjunction with the Fund Development Committee. Works to secure support from governmental, corporate, foundation, religious institution, and individual sources, through grant writing, personal solicitation, and other strategies.

2. General Management

Directs operation of administration and programs. Oversees planning, organizing, and evaluating of programs and services for clients. Regularly attends monthly meetings of the Interfaith Relations and Social Concerns Committees, as well as the Multipurpose Senior Center Advisory Councils.

3. Fiscal Management

Manages preparation of VIC budget and monitors income and expenses in relation to the budget. Assures fulfillment of contractual commitments, and oversees financial accounting, record keeping, and reporting. Approves all financial transactions.

4. Human Resources Management

Oversees recruitment, hiring, and assignment of competent managers and other staff to enable optimally effective operation of VIC. Provides for and supervises continuing education and training for staff. Reviews payroll, benefits, and insurance issues periodically. Seeks equitable compensation and promotion practices and full observance of VIC's legal and personnel requirements. Counsels, provides supervisory support for, and evaluates staff employees according to well-established procedures.

5. Administrative Management

Assures that VIC operates with maximum efficiency and observance of all legal and contractual provisions affecting programs and staff in the areas of purchasing, use of facilities and grounds, and use of telephones, computers and management information systems.

6. Board of Directors Relations

Serves as principal staff person to the Executive Committee and to the full Board, providing all necessary information and developing agendas and styles of operation on a collegial basis. Attends meetings of major Board committees (Finance, Fund Development, SOV Awards Dinner, and Strategic Planning). Attends other Board committee meetings as needed.

7. Marketing and Communications

Ensures that VIC's multi media marketing tools are current and effective. Works with staff and board to develop strategies for enhancing outreach to VIC constituents (seniors, the hungry, elected officials, faith communities, community organizations, advocacy groups, corporations, etc.).

8. Program Development

Works with Social Concerns and Interfaith Relations Committees, Board Committees and Social Services staff in the consideration of new programs, initiatives and services to meet evolving community needs.

PROFESSIONAL, PERSONAL AND EDUCATIONAL REQUIREMENTS

1. Extensive years of experience in dealing with complex community service programs, especially those serving seniors, the poor, and youth.
2. A minimum of five years experience managing a non-profit social service agency and/OR interfaith council, with evidence of increasing administrative responsibility.
3. Special consideration is given to experience dealing with city, county, state and federal agencies.
4. Computer literacy is essential!
5. BA/BS degree, with a Master's degree preferred, in public administration, religious studies, social services, or other related field.
6. Evidence of Bilingual and/or Bicultural experience helpful.
7. A personal religious commitment and an ability to understand, value, and facilitate interfaith cooperation and dialogue.

SKILLS AND ABILITIES

1. Hold passionately and communicate effectively a vision and sense of direction for an interfaith service organization such as VIC.
2. Build unity, a sense of teamwork, and motivation among staff and board on all levels.
3. Delegate tasks and responsibilities while maintaining strict accountability.
4. Exercise sound judgment and independent initiative in making key programmatic and personnel decisions.
5. Relate to a wide variety of individuals and many religious, ethnic, and cultural backgrounds in representing VIC to the wider community.
6. Display sensitivity, tact, diplomacy and responsiveness in working relationships with Board, staff, volunteers, and constituencies of VIC.

REVISED 4/28/2008