



BPFNA~Bautistas por la Paz

Baptist Peace Fellowship of North America, Inc.

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BPFNA~Bautistas por la Paz Interim Executive Director Job Description

Summary Position:

The Interim Executive Director, in coordination with the Board of Directors, has overall responsibility for the fulfillment of the BPFNA~Bautistas por la Paz mission. The Interim Executive Director takes the lead in creating conditions in which board and staff; individual, congregational and institutional members; and like-minded partners can indeed “witness to” and “work together” toward God’s peace rooted in justice.

The Interim Executive Director is responsible for providing stability and continuity to the mission of the organization during a two-year time of transition; and to work, in collaboration with board of directors, staff, members and partners toward becoming an anti-racist and multicultural organization.

This is a full-time exempt position hired by and directly accountable to the BPFNA~Bautistas por la Paz Board of Directors; it is a two-year contract and not eligible for a permanent posting in the organization. The person in this position does not need to live in Charlotte, NC.

Position Responsibilities:

1) Staff Supervision

- Ensure that job descriptions are up-to-date, regular performance evaluations are held, and sound human resource practices are in place;
- Ensure compliance with the personnel policy;
- Create and maintain a positive work environment, which attracts, keeps, and motivates a diverse staff working collaboratively toward the organizational mission;
- Convene regular staff meetings and others as needed to promote good communication and positive collaborative relationships among all staff but especially with staff working from locations outside the main office;
- Support the work of the staff as needed.

2) Budget management & fundraising

- Work with staff and the Board of Directors to prepare the annual budget;
- Oversee the administration of the budget and monitor the monthly cash flow;
- Oversee the timely submission of financial reports to the Board;

- Oversee the development and implementation of an annual fundraising plan to assure adequate funding for the work of the organization;
 - Chair and convene the Fundraising Committee;
 - Administer the Peace Fund~Fondos por la Paz and maintain relationships with partners we support through these funds;
 - Administer the Williamson Peace Action Fund.
- 3) Networking & representation (members, partners, churches, other organizations, etc.)
- Create and maintain positive relationships with members and Partner Congregations so as to inspire, equip, and mobilize their work for peace;
 - Actively seek new members, Partner Congregations, and organizational partners especially in Mexico, Puerto Rico, Canada and among underrepresented communities in the US;
 - Seek opportunities to provide education on “the things that make for peace” through collaborative relationships with staff, board members, organizational members, partners, peacemakers and others working for peace and justice;
 - Ensure that the organization and its mission, programs, projects and publications consistently present a strong, positive image to relevant stakeholders;
 - Assure the participation of the organization at different events and functions linked to the work of peace and justice
- 4) Board Relations
- Participate with the Board of Directors in developing a long-term strategic plan and monitoring progress toward it;
 - Collaborate with the Board of Directors in establishing organizational annual goals and monitoring progress;
 - Identify, assess, and inform the Board of Directors of internal and external issues that affect the organization and may call for revisions of the strategic plan;
 - Support the work of the Board of Directors;
 - Serve on particular board committees (Executive, Personnel, Grant Review, Gatherings) and chair the fundraising committee;
 - Assist the Board President in preparing agendas for board meetings;
 - Work, in collaboration with board of directors, staff, members and partners toward decentering white power and privilege and becoming an anti-racist and multicultural organization

Status:

Full time, 40 hours weeks, 12 months per year

Accountability and oversight:

- Reports to : Board of Directors (Executive Committee)
- Supervises: Communications and Office Manager & Summer Conference Organizer

Position Dimensions:

- Personnel: This position directly supervises the Communications & Office Manager and a Summer Conference Organizer (2 people).
The organization also employs an Office Coordinator, Spanish Resource Coordinator and a Communications Associates & English Editor (3 people). These positions report to the Communications and Office Manager.
- Budget oversight : 430 K annually

Knowledge & skills:

- college degree required,
- graduate degree in theology or ministry such as M.Div., MTS, or related areas preferred,
- strongly grounded in progressive Baptist theology,
- proven commitment to the work of peace and justice,
- excellent written and verbal communication skills in English language
- knowledge and fluency in Spanish language preferred,
- previous supervisory experience required; minimum of 7 years,
- experience working in a non-profit organization required; minimum of 10 years,
- good organizational abilities including attention to detail and follow-through,
- self-motivation and ability to take the initiative,
- excellent proven interpersonal skills,
- ability to travel nationally and internationally,
- computer literacy and facility with Microsoft Office suite, databases, spreadsheet management,
- ability to master new computer-based programs,
- financial management competence,
- previous fundraising experience,
- desire and ability to work as a member of a team (i.e. staff and board relationships),
- proven commitment to diversity and decentering white power and privilege,
- affiliation with a Baptist congregation,
- willingness to learn new skills as needed.

To apply, please send your resume and a cover letter to info.bpfna@gmail.com. Please make the subject line your name and Interim Executive Director Application. Applications will be received until February 15 or until the position is filled, whichever comes first. The target start date is May 15, 2018.