

# PARISH RESOURCE CENTER

## Executive Director Requirements

The Executive Director must have an evident strong interest in the vision and mission of the PRC as a Christian non-profit organization with a willingness to seek God's guidance through prayerful discernment and the leading of the Holy Spirit.

The Executive Director must have a sense of calling or vocation towards working with Christian congregations and substantial experience with congregational life, either in the role of member and/or staff. Positive membership and/or staff experiences with more than one congregation are desirable.

The Executive Director must have respect for clergy and lay leaders from a wide range of denominations, cultures, and backgrounds. The Executive Director must be a spiritually mature person seeking to support and facilitate - by prayer and the scriptures- the calling of all Christian congregations. The Executive Director must also be an effective coach and listener for all PRC subscribers.

The Executive Director must demonstrate an understanding of the:

- Needs and dynamics of congregations
- The dynamics of relationships between congregations and their parent organizations
- The dynamics of the relationships among denominations and faiths

The Executive Director must have a minimum of five- (5) years work experience, preferably with a faith-based organization. The work experience must include:

- A demonstrated entrepreneurial aptitude and accomplishment
- A demonstrated interest, aptitude, and willingness to seek money, support, and volunteers including a willingness to engage in grant writing
- A demonstrated ability to manage professional staff
- A demonstrated ability to delegate.

The Executive Director must be a strong leader with proficiency in office administration, strategic planning, event planning, marketing, and organizational management providing supervision over clerical staff and volunteers.

The Executive Director must have significant experience in working with Boards of Directors, either as a member of the Board of Directors of a for-profit or not-for-profit organization, or as an officer or staff member responsible for interfacing with the Board of Directors.

The Executive Director must have strong oratory and written communication skills.

The Executive Director must be familiar with the New York City and Long Island areas and have some experience with charitable and/or Faith-based organizations within the region.

The Executive Director must have earned a Bachelor of Arts or Sciences or equivalent higher education degree.

### Qualifications

The ideal candidate should ...

- Possess a broad knowledge of the various Christian denominations and able to build interfaith relationships through networking and outreach efforts.
- Be either retired or financially independent with the ability to dedicate 20 - 30 hours a week to the duties of the Center without incurring financial hardship.
- Be willing to spend the majority of business hours onsite to interact with members and visitors
- Have extensive experience in fundraising
- Have extensive experience in marketing, including website development and social media
- Have a basic knowledge of Roberts Rules of Order
- Be familiar with rules, regulations, and procedures governing the operation of non-profit entities
- Graduate degrees, additional formal education and regular participation in continuing education are desirable, but not essential.