



The Association of Welcoming & Affirming Baptists

The National Voice of LGBT Baptists

P.O. Box 42544 · Washington, D.C. 20015

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Interim Executive Director, Association of Welcoming & Affirming Baptists

JOB DESCRIPTION – INTERIM EXECUTIVE DIRECTOR (half-time position)

The Council of the Association of Welcoming & Affirming Baptists (“the Council”) shall hire an Interim Executive Director (IED) to provide administrative oversight and strategic guidance to the Association during the process of seeking a full time Executive Director. Term of service, salary and benefits, and all other terms of employment shall be negotiated between the Executive Committee and the candidate for the position, and these terms shall be formalized in a written contract of employment. The IED is an ex-officio Council member.

The IED shall assist the Council in formulating the Association’s mission, goals, objectives and policies, and is responsible for their implementation. The IED shall also assist the Association in preparing for and finding a full time Executive Director. The IED shall support the Chair of the Council, who serves as the Association’s chief spokesperson and public representative. S/he may also be asked to serve as the Association’s liaison to government, academic and private organizations, and the media.

The IED will meet regularly with the Executive Committee of the Council to report on progress and for the purpose of evaluating and reviewing his/her work.

PRIMARY DUTIES AND RESPONSIBILITIES

The IED shall:

- Maintain a primary emphasis on fund development (see Development) which is integral to adding a full time Executive Director.
- Supervise the work of the Director of Community Outreach, Administrative Assistant and others employed by the Association.
- Provide a monthly written summary for the Chair and the Executive Committee on the work of Association staff.
- Together with the Finance Committee, develop and maintain prudent financial policies and procedures that are consistent with generally-accepted accounting principles and procedures that are rated “acceptable” by routine external audits, both formal and informal.
- Following established policies the IED will maintain effective control on Association expenditures.
- Maintain the Association’s records and archives to make them available when needed, and to protect them in the event of an emergency or disaster.
- Demonstrate proficiency with the electronic technologies and software used by the Association to achieve its mission.
- Assure that the Association maintains adequate liability insurance coverage to protect the Association’s assets, and Directors and Officers/Errors and Omissions coverage to protect staff and volunteers.
- Recommend and implement approved policies, procedures and practices that reflect effective risk management.
- Develop and maintain an atmosphere of effective teamwork for Association staff, members and volunteers.
- Ensure the operational goals of the Association are focused on strengthening relationships between AWAB and its members.

- Oversee and ensure appropriate financial procedures are in place and practiced for the receipt and disbursement of Association funds. (All checks are signed by Treasurer and one other designee).

COMMUNICATION AND PUBLIC RELATIONS

The IED shall:

- Ensure that Association publications and communications are produced and distributed in a timely manner to members, member churches, the council and appropriate external audiences.
- Maintain effective communication links with the Council.
- Assist the Council Chair and DCO to prepare press releases, Op Ed pieces, and Letters to the Editor that further the work of the Association.
- With the help of the Council develop cooperative working relationships with other organizations that share the Association's mission and vision.

COUNCIL

The IED shall:

- Assist the Council Chair in developing an agenda for Council meetings and assure distribution in a timely manner.
- Participate in all Council meetings, whether face-to-face or by conference call.
- Report to the Council and members as directed by the Council Chair.
- Perform other duties as assigned by the Council.

STRATEGIC AND LONG-RANGE PLANNING

The IED shall:

- Work with the Council to develop and implement a plan of goals and objectives that move the Association's mission forward.
- In conjunction with the Council, Capacity Building Team, and external advisors assist the Association to develop and implement a multi-year plan with specific and measurable goals and objectives. This process must include developing appropriate operational policies, procedures, and structure that will strengthen the ability of the Association to support its members and will move the Association toward hiring a full time Executive Director.

DEVELOPMENT

The IED shall:

- Work with a Council-appointed task group or Committee to develop and maintain a comprehensive development program that helps to sustain the work of the Association.
- Coordinate with committees and task forces to ensure that appropriate grants are approved, secured, and managed to advance the mission of the Association. At the request of the Executive Committee, with input from Committee and task group chairs, oversee preparation and submission of Letters of Inquiry, grant proposals, and interim/final reports.
- Fulfill requirements for record-keeping and reporting required by foundations and major donors who provide funds to support the work of the Association.

ETHICS

The IED shall:

- Adhere to the Leadership Code of Conduct approved by the Council.

All resumes should be received by November 29, 2008, by email to: admin@wabaptists.org, or standard mail to: PO Box 42544, Washington, DC 20015. For more information, call Jill McCrory, Council member, at: (301) 404-5323