



Executive Director Job Description

Position: Executive Director

Reports To: Board of Directors

The Foundation

Bishop Leo Frade created the Southeast Florida Episcopal Foundation (ECSEFL) in 1998 as the planned giving arm for the Diocese. In 2000 long-time members of St. Nicholas Episcopal Church, Blair and Agnes Smith bequested \$2.9 million to support food, clothing, shelter and healthcare for youth and the elderly in Southeast Florida.

As a result of its expanded philanthropic role, in 2006 the name was changed to Episcopal Charities of Southeast Florida (ECSEFL). In partnership with the Diocese, the Foundation:

- Identifies and disburses Diocesan Human Needs Funds to parish outreach programs
- Annually distributes 4% of the Vision Fund to congregations for outreach ministries
- Responds to and helps manage disaster relief efforts and designated disaster funds
- Provides professional development and training for volunteers working in parish ministries
- From a Program Emergency Fund administers funds for program partners' unforeseen emergencies

Since 2000, in collaboration with partner congregations, *Episcopal Charities* funded \$320,000 over 40 outreach ministries annually with the help of over 800 volunteer parishioners.

Essential Duties and Responsibilities

The Executive Director is responsible for engendering passion for the mission, goals and core values of the Foundation. The Director fosters diverse partnerships and develops productive relationships with all stakeholders: Donors, Board Members, Partner Ministries and their service clients and communities at large.

Essential responsibilities include:

- As a ministry of the Diocese of Southeast Florida, work in close collaboration with the Bishop and the Bishop's Office, especially in planning appeals and fund-raising efforts
- Provide sound and prudent financial management of the Episcopal Foundation's assets. This includes, internal controls and generally accepted accounting practices along with portfolio/investment management, setting annual budget with Finance Committee and oversee Fiscal accountability for all funds
- Maintain accurate donor records according to nonprofit standards
- Raise funds to support programs; develop and maintain effective donor relations and retention
- Identify key leaders within each constituency group and train and monitor EC Messengers in preparation for EC presentations and outreach efforts to champion foundation causes, spearhead solicitation campaigns and encourage others to join them in giving.
- Screen grant applicants for compliance and grant eligibility and make grant funding recommendations through Matthew 25 committee
- Manage evaluation of grantee programs to include bi-annual site visits along with board members.

- Create and implement a marketing plan including press and community news releases; maintain the EC website, social media and fundraising platforms
- Attend fall and spring convocations and Diocesan Convention
- Creating and organizing fundraising campaigns and events
- Builds and maintains relationships with the wider Diocese and relevant community agencies
- Participates in Diocesan and community activities appropriate to ECSEFL goals
- Fosters an open dialogue relationship with Board of Directors and provides guidance and materials as needed for board and committee deliberation and action
- Informs, guides and advises the Board of Directors and other committees to responsibly set policies and long-range goals consistent in the best interests of all stakeholders.

Education, Skills, and Abilities Required

- Bachelors Degree in PR, fundraising or any related field (preferably a master's degree)
- 3 to 5 years of 501(c)3 fundraising experience preferred; annual fund campaign success and/or major gift officer experience preferred.
- Relevant training and/or certifications in fundraising
- CFRE designation and/or minimum of 3-5 years of demonstrated fundraising expertise (Knowledge of major gifts work, planned giving and leading annual giving programs.)
- Sound knowledge of the charity sector and sensitivity to diverse religious traditions and customs within the five-county diocesan area and within the hierarchy of the Episcopal Church.
- Excellent written and verbal communication skills
- Clear and motivational public speaking skills and ability to deliver presentations to a wide range of audiences
- Excellent planning and creative strategic thinking skills to lead innovative annual giving strategies
- Demonstrate results-oriented focus driven by realistic objectives and goals
- Strong project management skills; goal driven and the ability to set and meet deadlines and be accountable

Salary and Benefits

- Starting Salary Range from \$75,000 - \$90,000
- Benefits will include medical with additional possibilities as the foundation grows

Application Requirements

- Interested candidates should send their resume and a cover letter that includes salary requirements and at least two work-related references.

Episcopal Charities of SE Florida is an Equal Opportunity Employer

As an equal opportunity employer, Episcopal Charities does not discriminate against any employee or candidate on the basis of age, race, gender identity, gender expression, genetic information, national origin, physical or mental disability, protected veteran status, religion, sex (including pregnancy), sexual orientation, or any other characteristic protected by all applicable federal, state, and local laws.