

## JOB DESCRIPTION

<b>Job Title:</b>	Executive Director
<b>Working Title:</b>	Executive Director – Metropolitan Area Religious Coalition of Cincinnati
<b>Reports To:</b>	Executive Board
<b>Effective Date:</b>	
<b>FLSA:</b>	Exempt

### **SUMMARY OF RESPONSIBILITIES:**

The Executive Director for the Metropolitan Area Religious Coalition of Cincinnati (MARCC) is responsible for the day-to-day operations of the corporation serving as point of contact through networking, presentations, and strategic outreach to further MARCC's objectives. The Executive Director collaborates with identified key stakeholders, serves as the resource expert for the Executive Board, the Delegate's Council and all committees organized to improve social concerns as identified by the communities we serve. The Executive Director seeks opportunities to enhance MARCC's community presence, establishing and fostering strategic partnerships with community entities and constituents, and recommending/implementing public relations, marketing and/or communications strategies to enhance the organization's public image and brand.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **Executive Board and Delegates Council**

- The Executive Director works in partnership with the MARCC Executive Board and for the board, assisting the board in their operations, administration, and planning and information dissemination.
- Oversight of financial resources and processes; leadership role in development and fundraising
- The Executive Director helps build, sustain, and strengthen all board functions, like meetings, meeting agendas and meeting minutes, policy compliance, and committee work.
- Responsible for planning all Delegates Council Meetings and the MARCC Annual Meeting and annual MARCC Fall Planning Conference and for preparation of meeting materials and site location, Zoom meetings or hybrid meetings as determined.

#### **Establish effective relationships with Hamilton County external partners and community groups**

- Build and maintain trusting and collaborative relationships with community partners including government officials, public school leaders, human services executive directors, clergy and judicatory representatives and civic leaders.
- Assess opportunities for MARC involvement with external partners and community groups and identify the appropriate level of participation.
- Lead ongoing collaborations with community partners to develop shared strategies and plans for information sharing and outcomes tracking
- In collaboration with the Executive Board, appears before governmental, public school and community groups as spokesperson for MARCC.
- Stays well informed on a broad range of community issues and is available to brief judicatory representatives and leaders on the significance to the community and individual judicatories.

#### **Collaboration with Judicatory Leaders**

- Establishes and maintains professional relationships with area judicatory leaders keeping them informed of MARCC's involvement in community issues.
- Convenes judicatory leaders regularly to promote their cooperative involvement in support of MARCC's objectives.

- Responsible, along with the Executive Board, for securing annual financial support from individual judicatories.

**SUPERVISORY RESPONSIBILITIES:** Supervises Office Manager in the performance of his/her duties. (List specific items)

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position. Other duties as assigned; responsibilities and duties may change, or new ones may be assigned at any time with or without notice.
- Embraces Equity, Diversity, and Inclusion – Demonstrates a personal commitment to valuing diverse backgrounds and life experiences through word and action. Takes personal actions to build an inclusive culture that ensures everyone can fully contribute based on their unique talents, skills and perspectives and feels welcomed and valued
- Always represents MARCC in a professional manner, and respectfully interacts with different religious, multicultural, and diverse communities. Speaks positively of MARCC's initiatives when interacting with key stakeholders and the community.

**QUALIFICATIONS and COMPETENCIES:**

**Experience, Competencies and Education**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience and understanding of faith traditions.
- *The position requires a bachelor's degree; Master's degree preferred.*
- A minimum of 5 years' experience in the nonprofit sector, human services, social problems, or social justice issues.
- Supervision, management, budgeting, public speaking skills required.
- Must be computer literate and proficient in Microsoft applications; able to operate office equipment.

**Language Skills**

- Must have excellent written and verbal communication skills and abilities and be able to communicate appropriately and effectively in sensitive and/or demanding situations.
- Must demonstrate the ability to professionally represent MARCC, and effectively interact with multi-cultural and diverse populations.

**Other Certificates and Licensures**

- Must hold a valid driver's license.

**Other Skills and Abilities**

- This position may require some evening and weekend work.

**AMERICANS WITH DISABILITY SPECIFICATIONS:**

**Physical Demands** - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

Regularly sit, walk, talk, listen, and stand throughout the day. May be required to lift to 25 pounds.

**Work Environment:** Typical office environment with moderate noise; the pace and demand for multitasking can become hectic at times. Position requires work schedule flexibility; may be required to attend special events or meetings with requisite travel to and from those events.

The above job duties and responsibilities have been reviewed with me and I have received a copy of this job description.

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Employee's Signature

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Date

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Employee's Printed Name