

# INTERFAITH FEDERATION OF GREATER BATON ROUGE

## Part-time Executive Director

The Executive Director is the public ambassador, key management leader and primary spokesperson for the Interfaith Federation of Greater Baton Rouge. The Executive Director is responsible for overseeing the administration, programs and strategic plan as well as fundraising, marketing, and community outreach.



### General Responsibilities:

- 1) Interfaith Leadership:** Be a public ambassador of goodwill among the local interfaith community and with the larger community of Baton Rouge
  - a. Build and maintain relationships with member congregations, clergy, and delegates, communicating regularly with the faith community
  - b. Nurture and promote relationships with the Baton Rouge interfaith community
  - c. Advocate for those in need in Greater Baton Rouge, seeking support from congregation partnerships in addressing community needs
  - d. Establish and maintain relationships with community-wide partners and agencies which share our mission
- 2) Board Governance:** Work with the board of directors in order to fulfill the mission of the Interfaith Federation
  - a. Seek the involvement of the board in policy decisions, programs, fundraising, and overall visibility
  - b. Develop a strategic plan with the board
- 3) Program & Resource Development:** Cultivate unity, justice and peace through programs and resources
  - a. Coordinate a comprehensive schedule of programs which includes dialogue, education, and shared experiences
  - b. Supervise the Holy Grill Feeding Program
  - c. Create online and other resources which support the mission of the Federation
- 4) Financial Performance and Viability:** Develop resources sufficient to ensure the financial health of the Interfaith Federation
  - a. Oversee and expand individual, congregation and corporate donations as well as grants and other fundraising
  - b. Oversee budget, cash flow, and reports to the board
- 5) Administration:** Oversee and implement the operations of the Interfaith Federation
  - a. Supervise the implementation of policies and procedures for all functions and for day-to-day operations
  - b. Oversee staff including recruitment, retention, management, and compliance
- 6) Communication:** Oversee technology and media to inform, influence, and impact
  - a. Oversee website, social media presence, marketing and other communication efforts
  - b. Oversee data base

### **INTERFAITH FEDERATION MISSION:**

Cultivate interfaith understanding and cooperation to reduce human suffering in Greater Baton Rouge

### **Skills needed:**

- Understanding, appreciation, knowledge, and respect for interfaith beliefs
- Excellent public speaking skills
- Effective writing including grant-writing
- Strong management and organizational skills
- Ability to work with diverse populations
- Passion for justice and peace

**Email cover Letter and resume to:** [ExecSearch@ifedgbr.com](mailto:ExecSearch@ifedgbr.com)

**Questions:** 225-267-5600    **Website:** [ifedgbr.com](http://ifedgbr.com)