

## Arizona Interfaith Movement (AZIFM) - Job Description

**Title:** Executive Director  
**Approved:** TBD

**EEO1 Cat:** Executive/Upper Management - Exempt - Full Time  
**Revised:** January 2020

**Job Summary:** The Executive Director is responsible for the management and operation of the organization consistent with the policies adopted by the Board of Directors and interpretation of its mission and vision. Duties are Board Governance, Financial Governance, Organizational Mission and Strategy, and Administration. Flexible working hours, very friendly working relationships/environment.

### Job Duties

- 1) Board Governance (about 25 percent)
  - a. Communicate effectively with the Board and provide in a timely and accurate manner, all information necessary for the Board to function properly and make informed decisions.
  - b. Work with the Board to lead the organization in a manner that supports and guides our mission and vision.
  - c. Make sure our By-Laws are adhered to, and duties assigned by the Board are carried out.
- 2) Financial Governance (about 40 percent)
  - a. Develop resources-- through gifts, donations and grants-- to ensure the financial health of the Arizona Interfaith Movement.
  - b. Responsible for fiscal integrity which includes adhering to approved annual budget and monthly financial statements that accurately reflect the financial condition of the Arizona Interfaith Movement within the confines of the budget.
  - c. Responsible for signing all notes, agreements or other instruments made or entered into on behalf of the Arizona Interfaith Movement as provided for in the By-Laws and its approved policies.
- 3) Organizational Mission and Strategy (about 25 percent)
  - a. Be the primary spokesperson for and representative of the Arizona Interfaith Movement.
  - b. Provide strategic planning to ensure we can successfully fulfill our mission in the future.
  - c. Implement and carry out programs that fulfill our mission. (Examples: Golden Rule Banquet; Faith Forums; Experience Interfaith; Golden Rule Cities; Articles in the Media; and support for the AGREE program.)
  - d. Be active and visible in the communities. Work closely with other professional, civic and non-profits who share our vision or give us greater visibility, including educational institutions.
- 4) Administrative (about 10 percent)
  - a. Perform functions required by applicable law or by the AZIFM Bylaws.
  - b. Integrate staff and volunteers to be team members in accomplishing the expectations above, and such other things as identified by the Board, or stipulated in the By-Laws

### Job Requirements:

1. Education /Background: Bachelor's Degree in related field (Master's degree or higher preferred,) significant experience in senior leadership of an organization; proven track record of excellence and success in growing and motivating an organization.
2. Job Knowledge: Knowledge of non-profit organizational structure and practices highly valued (in either work or significant volunteer experience). Demonstrated growth in professional field evidenced by increasing levels of responsibility and leadership roles, relationship building, Innovation and creativity. Demonstrated knowledge and commitment to interfaith implementation of the Golden Rule.
3. Must be sensitive to cultural differences, practices and traditions within the organization and community. Accept all persons as worthwhile. Honor all faith perspectives.
4. Working Conditions/Physical Demands: Typical and amicable office environment. Travel within the communities served, nationally and internationally, as needed, must be able to sit and stand for long periods of time as needed.
5. Other requirements: Valid AZ driver's license, reliable transportation and ability to show proof of registration/insurance.

**Disclaimer:** This is not an exhaustive list of all responsibilities for the position and is intended as a guideline for the work performed. The AZIFM Board reserves the right to revise the job description, as needed, to meet the needs of the organization.

I have read, understand and accept a copy of this job description:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
AIFM Board Chair Signature

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date