

**ARIZONA INTERFAITH MOVEMENT_
EXECUTIVE DIRECTOR
PROFESSIONAL
PERMANENT/FULL TIME**

**SALARIED
RANGE: \$55K to \$65K
NEGOTIABLE BENEFITS
PHOENIX, ARIZONA**

Mission Statement

The Arizona Interfaith Movement’s mission is to build bridges of understanding, respect, and support among diverse people of faith through education, dialogue, service, and the implementation of the Golden Rule.

Arizona Interfaith Movement, a fast-growing non-profit organization with an important and imperative mission is seeking a dynamic, capable, committed, and hard-working individual with a proven record of successful leadership who sees interfaith harmony as her/his passion to be their next Executive Director. Please submit your resume with cover letter together with the Supplemental Questionnaire (attached) by March 13, 2022.

Job Summary

The Arizona Interfaith Movement (“AZIFM”) is an organization of faith-based groups that share a commitment to promote and follow *The Golden Rule*. The senior executive leader of AZIFM is responsible for the management and operation of the organization consistent with the policies adopted by the Board of Directors and the Board’s interpretation of its mission and vision. The AZIFM Executive Director’s duties are to be 1/3 administrative oversight and AIFM Board relations/liaison, 1/3 community relations (local and global), and 1/3 program/fund/donor development and formation/education.

Job Duties

1. Ensures that the AZIFM mission is paramount in all decisions and permeates the organization at all levels; provides leadership and direction consistent with mission, values, and goals in a transparent and consensus building manner.
2. Oversees financial processes in a fiscally responsible manner to ensure the organization is operating under fiscally sound principles and in line with the strategic goals established for the organization.
3. Responsible for overall revenue generating plan (programmatic, advancement, and social enterprise) for the organization, ensuring mission alignment through creativity, leveraging of connections/resources, and vigorous donor development.
4. Serves as the “*Envisoner of AZIFM*” – ensuring inclusivity, involvement, and respect for all member faiths. Oversees strategic planning process to ensure mission alignment, as well as, meeting the needs of the organization, community, and funding sources. Ensures continuity of AGREE program and the development and availability of new programs, books and challenges for AZIFM to consider and/or adopt.
5. Serves as the “*Face of AZIFM*” - interacts with community, schools, businesses, governmental (city, county, state, national and international), public, non-profit and different religious organizations (interfaith) sectors, as the physical representation of the organization, its mission and its invitation to unique Interfaith fellowship.
6. Provides advocacy for organization and promotes programs and services provided in an innovative and proactive fashion to facilitate public awareness, building of public interest toward AZIFM mission, and branding.

7. Serves as primary liaison and communicator to the Board of Directors to promote informed decision-making, as well as, be available and able to represent AZIFM on national and international committees and boards.
8. Serves as the "*Inspirationalist of AZIFM*" - provides the necessary inspiration and drive processes that permeate the organization, ensuring staff, volunteers, supporters, Board, and all who interact with the organization are motivated by its work and driven to assist in its mission. Be available to educate every avenue of our society to the value and challenges of Interfaith relationships. Influences the local arena and the global scene in a neutral and compassion filled manner as an advocate for kindness, universal peace, and betterment for "ALL" people of faith or other beliefs.
9. Performs other duties as assigned by the Board of Directors.

Job Requirements

1. **Education /Background:** Bachelor's Degree in related field (Master's degree preferred) plus significant experience in advanced/senior leadership of an organization. Proven track record of excellence, success, growth, and motivating.
2. **Job Knowledge:** Knowledge of non-profit organizational structure, operation, funding, sustainability, 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, including metric-based results in fundraising, program development, relationship building, innovation and creativity. Demonstrated knowledge and commitment to interfaith implementation of the Golden Rule, including social and moral teachings, practices, and traditions. Must be very sensitive to religious, social, and cultural differences within the organization and community.
3. **Leadership/Sustainability:** Ability to collaboratively lead the Board of Directors, setting priorities, assisting in developing meeting agendas, assisting in development of annual budget, monthly financial reports, agreements and signer as designated representative of AZIFM, implement and overseeing all AZIFM programs such as Golden Rule Banquet, Experience Interfaith, AGREE, and Golden Rule Cities etc.
4. **Strategic Planning/Public Relations:** Provide a Five-Year Strategic Plan for AZIFM, be active and visible in the community by developing collaborative relationships with other organizations/entities, doing public speaking as the main AZIFM representative while engaging in media relations, attending civic functions and events presenting and promoting the mission of AZIFM, performing other duties as assigned by the Board of Directors.
5. **Working Conditions/Physical Demands:** Typical 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.
6. **Other requirements:** Legal working credentials, ability to pass a background check, 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 duties, as needed, to meet the needs of the organization.

Notice to Applicants

Arizona Interfaith Movement is an Equal Opportunity Employer and does not discriminate on any basis, to include: **age, race, gender, religion, color, national origin, sexual orientation, and disability.**