

Position Description: Executive Director

Reports To: Presbyterian Federal Chaplaincies Board of Directors

Summary:

The Executive Director provides primary leadership for Presbyterian Federal Chaplaincies (PFC) toward its mission and ministry, balancing vision and financial solvency, by ensuring, either personally or through subordinates, the following duties are carried out with energy, intelligence, imagination, and love. The Executive Director must be able to provide spiritual leadership, develop a vision of Presbyterian Federal Chaplaincies continuing evolution, and lead the organization into the future.

Essential Duties and Responsibilities

*** *Other duties may be assigned*

1) Board Governance: Provide organizational and spiritual leadership to staff and the Directors to fulfill the organization mission.

- Responsible for leading in a manner that supports and guides the organization's mission as defined by the PFC By-Laws and the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

2) Financial Performance and Viability: Leads the other staff and works with the Board to secure resources sufficient to ensure the financial health of the organization.

- Responsible for the fiscal integrity of PFC, to include coordinating with other Staff to submit to the Board a proposed annual budget and semi-annual financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource use, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support PFC's mission.

3) Organization Mission and Strategy: Leads the other Staff and works with the Board, denominational agencies, and volunteers to ensure that the mission is fulfilled through programs, strategic planning, and community outreach.

- Responsible for implementation of PFC's programs that carry out the organization's mission.
- Responsible for strategic planning to ensure that PFC can successfully fulfill its Mission into the future.
- Responsible for developing and implementing communication avenues to enhance the ministry of the PFC and assist in supporting ministry partners and ministry organizations in their support of this ministry.
- Develops and executes a ministry care plan to address the needs of all to whom the PFC ministers to include actively serving, prospective, former, and retired chaplains and their families and the personnel and staff they serve.
- Serves as the DoD endorsing agent in relation to all member denominations, submitting all endorsement forms as required by various federal agencies. Other members of the Staff may serve in supporting capacities as permitted by respective federal agencies.
- Responsible for the enhancement of PFC's image by being active and visible in the community and by working closely with other professional, civic, and private organizations.
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4) Organization Operations. Leads the Staff in working with the Board to oversee and implement appropriate resources to ensure that the operations of the organization are accomplished.

- Responsible for administration of PFC's operations.
- Responsible for signing notes, agreements, and other instruments made and entered into and on behalf of the organization.
- Ensures all employee policies are in conformance with state and federal laws, are reviewed regularly, and continue to meet the needs of PFC.
- Provides annual performance review of each staff member along with appropriate guidance, education, and training as the situation warrants.

Qualifications

- Ministerial Member in good standing of Partner Denominations (CPC, CPCA, KPCA, PCUSA).
- Senior Officer experience (O5/O6) in military branch in major command leadership role or equivalent.
- A master's degree, preferably Master of Divinity, from an ATS accredited seminary.

- Transparent and high integrity leadership.
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making, and reporting.
- Strong organizational abilities including planning, delegating, program development and task facilitation.
- Ability to convey a vision of PFC's strategic future to Directors, volunteers, ministry partners, donors, and others.
- Knowledge of resource development strategies and donor relations unique to the nonprofit sector.
- Skills to collaborate with and encourage Directors and other volunteers.
- Strong written and oral communication skills.
- Ability to interface and engage diverse volunteer, donor, and other strategic groups.
- Effective public speaking ability.
- Ability to work collegially and professionally with the other staff as well as members of the Board.

Physical Requirements and Work Environment

The physical demands and work environment described here are representative of those that must be met and encountered by an employee to successfully perform the essential functions of this job. This position requires walking, talking, seeing, hearing and other uses of the senses.

While performing the duties of this job, an employee is required to frequently use hands and fingers and possess efficient means of communicating with others. Specific vision requirements include close vision.

Occasional standing, stooping, kneeling, crouching, etc., is also required of this position. Occasional lifting, climbing, going up/downstairs and other physical exertions may also be required. The working environment for this position is a combination of an indoor office and building setting as well as outdoors featuring travel and visitation in widely varying environments.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compensation

Pay and Compensation will be commensurate with ministers serving in our various denominations. Specific pay and allowances will be determined upon final selection and will be reviewed by the Board on an annual basis. The calling package shall include -

- Health insurance for employee, spouse and dependents unless waived due to coverage by a federal health plan
- Contributions to fixed contribution retirement plan
- Payment of ½ SECA if covered by SSA
- 4 weeks' paid vacation
- Professional Expense and mileage reimbursement per budget
- Training and education allowance annually including up to 2 weeks of time for study

Length of Call

The Executive Director will be called to serve under the terms of a "Designated Call" with the designated term being four years. This calling system supports the philosophy of the Board to renew leadership on a regular and frequent basis to ensure recent federal experience, sensitivity to the social and organizational aspects of chaplaincy and religious communities, and familiarity with leaders in the field.

The Board may, at its own discretion, terminate the Call prior to the end of the designated term with six months' notice; extend the call on a twelve-month renewable basis at the end of the designated term; or retain the Executive Director at the end of the designated term as a member of the Staff or in a contract position as the situation warrants.