

## **Executive Director**

The Interfaith Conference of Greater Milwaukee is a 48-year old organization dedicated to upholding the dignity of every person and the solidarity of the human community. Through the Interfaith Conference, regional leaders and adherents of 18 member faiths and denominations dialogue to build personal relationships; conduct public programming to counter hate and fear, while fostering intercultural understanding, tolerance and friendship; work together on a variety of social issues to create a better society for the common good.

The IFC is seeking a full-time an executive director to provide leadership, compassionate care, administrative oversight, and vision as the organization evolves to meet today's needs.

### **Responsibilities:**

- Participate, initiate, and maintain community and denominational interfaith activities. The ideal candidate has a relational approach and strong interpersonal skills, diplomacy, knowledge and respect for the dynamics of the Interfaith Conference.
- Lead all fundraising efforts for the organization.
- Enable the IFC to respond to urgent issues with a strong, moral voice for human dignity and justice. The right leader will create structures and take action to ensure that IFC members advocate on each other's behalf and defend each other from attacks, acts, or expressions of bigotry.
- Celebrate and share IFC's successes in increasing mutual understanding and respect for the values and traditions of each faith member represented at the Cabinet.
- Cultivate a climate that encourages and nurtures collaboration, respect for the other, open and honest communication, and meaningful programs aimed at supporting diverse faith traditions.
- Act as the IFC ambassador to the wider Milwaukee community by modeling respectful acceptance and affirmation of our interfaith neighbors and their cultures.
- Empower IFC Cabinet members to greater participation as members of the IFC.
- Develop an ethos of teamwork and shared responsibility with the Program Director and office staff so that all IFC staff and volunteers understand and embrace the IFC's vision and mission. Oversee day-to-day operations in the IFC office. Step in as needed to complete tasks.

### **Qualifications:**

- Bachelor's degree from accredited four-year college or university; and minimum five years related professional experience
- Experience in fundraising
- Knowledge about and experience with nonprofit organizations.
- Excellent communication skills: written, verbal, and presentation.
- Strong interpersonal abilities, with special skill at navigating complex issues
- Excellent computer skills

- Budgeting and bookkeeping skills

**Accountability:**

The Director is accountable to the Interfaith Conference through the Executive Committee

**Relationships:**

The Director works closely with his staff, the Executive Committee, the Cabinet members, and the Interfaith Conference's established committees and task force groups that initiate or carry out programs.

**Periodic assessment/evaluation:**

An annual performance review will be conducted by a three member team appointed by the Chair of the Cabinet and Executive Committee. There will be an additional performance review after 6 months.

**Additional Information**

Competitive salary and benefits, based on experience.

Work includes some evening and weekend hours.

Minimal travel outside of local area required.

**Letters of application and resumes to [IFCMilwaukeeChair@gmail.com](mailto:IFCMilwaukeeChair@gmail.com).**