



Position Specification

# Executive Director

ACF inspires, educates, and mentors the Christian fundraising community to spark generosity for mission.

July 2024



## CONFIDENTIAL POSITION SPECIFICATION

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<b>Position</b>	Executive Director
<b>Organization</b>	Association for Christian Fundraising (ACF)
<b>Location</b>	Remote
<b>Reporting Relationship</b>	Board of Directors
<b>Website</b>	<a href="http://www.acfundraising.org">www.acfundraising.org</a>

## OPPORTUNITY

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The Association for Christian Fundraising *inspires, educates, and mentors the Christian fundraising community to spark generosity for mission.*

Committed to advancing the field of Christian fundraising through education, networking, and professional development, ACF engages diverse perspectives within an environment of open discourse, bringing a distinctive voice rooted in the Christian faith to the development profession.

ACF is searching for its next Executive Director, to lead this forty-five-year-old organization into the boards vision of becoming the leading resource for Christian fundraising and communication professionals.

## ORGANIZATION BACKGROUND

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Founded in 1979 as the Association of Lutheran Development Executives (ALDE), today the Association for Christian Fundraising has identified a wider mission, completed a recent rebranding, and built upon its successful international Faith & Fundraising conference with outreach to other Christian denominations.

The heavily volunteer driven organization is supported by a remote staff of 2 and serves a current active and retired membership of over 460. Together they are driven by the organization's Core Values:

**Vocation** drives **Faith-filled Service**, which requires **Rigorous, High Quality Education** as well as **Mentoring and Collaboration** in the context of professional **Collegiality** lived out through, and spilling over into, **Friendships, Connections and Relationships**.



In addition to hosting an annual education conference with national and international draw, ACF relies on a local affinity group structure and online engagement to connect and support its members.

## **POSITION SUMMARY**

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Reporting to the board of directors the Executive Director is the chief executive of the Association and is responsible for implementing all policies and plans set by the Board of Directors to achieve the mission of ACF on behalf of its members.

The Executive Director oversees daily operations and works cooperatively with staff and volunteers to implement the strategic priorities and annual budget established by the board.

As the chief external presence for the organization, the Executive Director will represent ACF to members, potential members, and other stakeholders in alignment with ACF's Core Values, Mission, Vision, Code of Ethics, and Strategic Priorities.

A visionary and experienced leader the Executive Director will embody the mission of ACF, maximize value to members through programming, and work to grow the organization's membership, under its new identity.

## **KEY RESPONSIBILITIES**

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### **General Management, Organizational Growth, Relationship Building, and Community Involvement**

- Provide leadership to budget and programmatic strategy for aggressive membership growth.
- Foster strong relationships and communication with strategic partners to facilitate collaborative projects and enhance awareness and programming of ACF (e.g., church bodies, member institutions, collaborative partners, related professional organizations).
- Effectively manage the financial affairs of the organization with the assistance of the Treasurer and Finance Committee.
- Collaborate with the Resource Team in identifying, cultivating, and soliciting philanthropic support.

### **Governance and Board Support**

- Ensure clear delineation of duties between the Executive Director and board leadership.



- Develop strategies for recruiting, on-boarding, and retaining board members and ACF members.
- Prepare the board agenda in consultation with the Executive Committee of the Board and coordinate board activities; serve as the staff representative to the Executive Committee and Board of Directors.
- Assume other duties as assigned by the Board of Directors to ensure organizational success.
- Provide ongoing leadership to the Board and organization in defining and refreshing the strategic vision and priorities.

### **Programs**

- Oversee the planning and coordination of events, including the annual international educational conference (Faith & Fundraising).
- Plan and execute robust year-round programming that supports and culminates in the annual conference.
- Ensure high standards of quality in all programs and events to uphold ACF's reputation for excellence.

### **Volunteer Management**

- Evaluate and plan ACF's volunteer involvement, focusing primarily on conference management and reassessing the need for additional teams and task forces.

### **Administration**

- Facilitate clear and effective communication among ACF Board and committee members, staff, and other partners, consistent with mission and strategic priorities.
- Implement a comprehensive communications plan in collaboration with staff and volunteers.
- Maintain ultimate responsibility for records management.
- Hire, manage, and evaluate staff.

### **Content Expertise**

- While an understanding of the fields of fundraising and marketing is beneficial, it is not a strict requirement.

## **LEADERSHIP ATTRIBUTES DESIRED**

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The ideal candidate will be:



- Highly relational and skilled at developing and nurturing relationships in a variety of contexts.
- A proven leader with a track record of growth.
- A lead voice for ACF in the public articulation of a vision for the future of the organization. Someone who can passionately personify that vision and will ensure that ACF aligns resources and efforts to achieving that vision.
- Emotionally intelligent, flexible with confident humility in leading and working beside highly skilled and motivated professionals, working collaboratively with staff and volunteers, from diverse perspectives in a remote office environment which requires self-motivation.
- Enthusiastic about working in an interfaith environment.
- A strong communicator both orally and in writing with a proven ability and comfort in communicating values through a faith-based perspective.
- Able to demonstrate and model the highest standards of character and professionalism and upholding the ethical standards of the organization.
- A person who possesses superior ability to execute plans and assignments.
- Able to work in a virtual office environment with deployed staff.

## **PROFESSIONAL EXPERIENCE/QUALIFICATIONS**

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- Minimum of ten (10) years of successful work experience in progressive leadership roles.
- Demonstrated success in leading transformational growth in an organization.
- Significant experience in supporting/leading a small staff and volunteers.
- Capacity to readily learn and effectively utilize ACF's management and support technologies required for a remote office.
- Ability to travel, seasonally related to conference, chapter and board requirements. Travel is estimated at approximately 10-20% time per the location of employee and annual conference.
- Experience in association management or a related field.

## **EDUCATION**

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- Bachelor's degree required; master's degree preferred.
- A professional certification such as Certified Association Executive (CAE), and/or Certified Fundraising Executive (CFRE) certification is desirable but not required.
- Committed to ongoing professional development.

## **COMPENSATION AND BENEFITS**

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ACF will negotiate a generous compensation and benefits package including:



- Salary \$100,000+
- Employer paid Health Insurance
- Flexible Spending Account (FSA)
- Employer Pension Contribution
- Paid Holidays - Ten
- Sick Leave - accrued at one day per month
- Personal Days – Two per year
- Vacation – Four Weeks

### Application

On behalf of ACF this search is being led by the consulting firm, GSB Fundraising. To apply applicants may send resumes and supporting documentation for consideration to [gsbsearchservices@gmail.com](mailto:gsbsearchservices@gmail.com).

### GSB CONTACT

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