



## Open Position

### President / Chief Executive Officer (CEO)

**Reports To:** The Board of Directors (Board)  
**Category:** Exempt; Full-time  
**Pay Rate:** \$120,000 to \$160,000 annually

The InterFaith Works Board of Directors is seeking a President/CEO with a passion for our mission, and who possesses great community relationship-building skills, fund raising experience, and general knowledge of our programs and services. A dedicated professional who is a visionary leader, a successful collaborator, a motivational and an inspirational leader will fit into our Agency well. InterFaith Works is seeking a leader who can infuse energy, passion and dedication into others, coupled with a clear vision, and commitment to integrity that guides them to make the Agency stronger.

#### **Agency Mission:**

“InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of understanding among us.”

**Summary of General Position Responsibilities:** The CEO is responsible for promoting the Mission, Values and Vision of the organization and for general management of the organization, its financial and organizational growth, and future development toward the fulfillment of its mission.

#### **Qualifications:**

1. Five or more years of direct experience in an executive management/strategic leadership role in a health/human service agency with an annual budget in excess of \$5 million each year is required.
2. A bachelor’s degree is required, and an advanced degree preferred. Either degree should be in human services, public administration, or a business-related field.
3. Experience in growing philanthropic support and building revenue.
4. Must possess strong strategic thinking skills and demonstrated organizational planning expertise.
5. Strong business acumen and a history of providing visionary leadership at the executive level.
6. Proven experience executing organizational growth and leading a sizeable successful nonprofit organization.
7. Proven experience working with and leading a nonprofit Board and working with diverse groups of people.
8. Experience and success in motivating, recruiting, developing, retaining, and mentoring high performance, mission-driven, and results-oriented leaders and staff.
9. Excellent written, oral, and public speaking skills; a persuasive and passionate communicator.
10. Strong interpersonal and multidisciplinary project skills.

## **Essential Functions:**

### **Executive Leadership and Organizational Management**

1. Provide thoughtful and visionary executive leadership that is inclusive, transparent, and empowering in a manner that supports and guides the organization's mission as defined by the Board.
2. Lead senior staff in the development of a strategic plan and gain Board participation and approval. Follow-up with engagement of the plan and update plan on a regular basis. Report progress to Board annually.
3. Establish goals, objectives, and operational plans in collaboration with the Board, staff, and organizational leaders.
4. Oversee the day-to-day operations of the organization and ensure its overall successful long-term operations.
5. Organize, motivate, and mentor internal team leaders to strategically grow the organization's impact, programs, and fundraising, to effectively fulfill its mission.
6. Continually foster a culture that encourages collaboration between departments and recognizes positive contributions.
7. Manage and motivate staff, oversee processes such as ongoing staff development, performance management, and ensure an affordable and fair compensation and benefits program is offered to employees.
8. Direct organizational programs and ministries through supervision and coordination of professional staff.
9. Foster a work environment conducive to staff wellness, cooperation, multi-culturalism, and personal advancement.
10. Meet regularly with senior administrative staff; take primary responsibility for all organizational human resource matters; consult with other staff as required or requested on administrative matters. Exercise responsibility for organization's personnel, including employment, termination, training, supervision and evaluations, within guidelines and practices outlined in the *InterFaith Works Personnel Policies and Procedures Manual*.
11. Make final decisions on all new hires, promotions, and dismissals.
12. Maintain a positive and ethical work climate that is conducive to attracting, retaining, and motivating top-quality employees at all levels of the organization.
13. Work with senior administrative staff to promote a culture of ethical and moral behavior and establish standards and various programs that are reasonably designed to promote integrity throughout the organization and meet state and federal training requirements.

### **Financial Management and Administration**

1. Exercise responsibility for the financial management of the organization including directing work of the VP/CFO in the development and recommendation of an annual budget. Meet with organization's VP/CFO and Board to review organizational finances on a regular basis.
2. Prudently direct resources and manage all financial activity within budget guidelines and according to current laws and regulations.
3. Assume responsibility for the fiscal integrity of the organization.
4. Monitor board-approved budget and oversee financial operations to ensure maximum utilization of resources and optimum financial positioning for the organization.

### Community Engagement

1. At the direction of the Board, the President/CEO is responsible for promoting the mission of the Agency within the Central New York Community and to develop and maintain community relationships to that end.
2. Represent the organization, and serve as a standing member of, The Human Services Leadership Council of CNY, The Emergency Food & Shelter Program of CNY, and The Inclusive Alliance of CNY.
3. Foster and build the reputation of the organization within the coalition of human services agencies in Central New York.
4. Represent the organization, on a regular basis, before local, New York State, and federal elected officials to provide information regarding the successes and challenges the organization is facing. Calculate and formulate requests for ordinary and emergency funding. Direct senior administrative staff accordingly.
5. Foster and develop relationships across a broad spectrum of sectors (government, business, faith, non-profit and education) to support the agency's ability to attract donors, staff, board members, faith partners, and volunteers.
6. Coordinate community public relations efforts and other organizational matters.
7. Serve as chief spokesperson at public events, conferences, and community partnership meetings.
8. Oversee all aspects of the organization's marketing and public relations program.

### Faith Organization Engagement

1. Establish and maintain relationships with religious community leaders, leaders of religious organizations, related community agencies, funding sources, government bodies and with other appropriate organizations; foster necessary coordination and cooperation in the achievement of common goals.
2. Develop interfaith and interreligious education materials; lead InterFaith Works community education events and seminars; engage civic, governmental, community and religious groups in interfaith education initiatives.
3. Oversee programs to facilitate multi racial/multifaith dialogue and participate on community task forces relevant to the peace and justice of the Central New York area. Represent the organization, when necessary, in public venues.
4. Anticipate and identify emerging religious community and community-at-large needs and issues, and recommend alternate organizational responses and course of action, including development of new organizational programs and ministries.

### Philanthropic Success

1. Act as the lead staff person in all aspects of private donation development, and work with the development staff to identify, cultivate and secure private donations.
2. Incorporate and utilize the Board as fundraising partners.
3. Initiate, cultivate, and extend relationships with the organization's portfolio of individual, foundation, and corporate supporters.
4. Ensure private donations are allocated in accordance with terms set by each donor.
5. Ensure proper stewardship of public funds received through various federal and state grant awards or direct legislative allocation.
6. Lead campaigns for specific needs and annual fund-raising programs, including engagement of volunteers and Board members.
7. Supervise development staff and operations.

Board Governance

1. Formulate directives and decisions of the Board into organizational policy so organizational leaders can develop and execute the necessary plan or protocols.
2. Maintain regular and ongoing communication with the entire Board and various Committees by providing members with all information necessary to function properly and make informed decisions in a timely manner.
3. Assist the Board with the recruitment of Board members and coordinate initial orientation of Board members. Staff the Board's Nomination Committee. Work with the Board Chair to ensure all seats on the Nominations Committee are full.
4. Oversee the operation of the organization's volunteer structure.
5. On a regular basis, report organizational progress, successes, and risks to the Board and its committees, ensuring they are informed to take necessary action.

Other Duties:

This position requires the incumbent to perform other duties as the need arises and as assigned by the Board. This position is an in-person position. The need to work outside normal business hours and on weekends is common. Travel is required from time to time.

Note: The successful candidate will be required to submit to a New York State and Federal background check and a driver's license check prior to hire.

Submit Application Materials:

Please email your curriculum vitae or resume along with a cover letter and contact information for three professional employment references to:

Rick Lee  
InterFaith Works of CNY  
President/CEO Search Committee  
1010 James St.  
Syracuse, NY 13203  
**Email:** [rlee@ifwcnny.org](mailto:rlee@ifwcnny.org)