



## **Executive Director // Washington, DC**

**InspireDC** is seeking a full-time Executive Director to champion the organization's strategic direction, innovation, fundraising, and stakeholder engagement efforts. This position is a unique opportunity to engage churches, community-based organizations, and social entrepreneurs that are committed to breaking the oppressive bonds of poverty by creating transformational communities that build bridges across lines of difference. The ideal candidate is a highly passionate leader and effective communicator with experience leading or launching a startup. Further, the candidate must be a proven fundraiser and advocate who possesses a deep commitment to soul *and* social justice.

### **About InspireDC**

Inspire DC is a network of individuals, churches and organizations created by the Greater Washington District of The United Methodist Church to inspire justice and innovation one relationship at a time. We work with our partners to ensure that everyone in DC has healthy food and a decent roof over their head while addressing the root causes of poverty and inequity so that more people are liberated and encounter God.

### **Job Responsibilities**

Reporting to InspireDC's Board of Directors, the Executive Director will have the overall responsibility of assuring that the vision and mission of InspireDC are met through casting vision, creating raving fans and maintaining operational excellence. Specific responsibilities include:

#### Organizational Leadership, Human Capital, & Performance Management

- Communicate and collaborate with the Board Chair; support the operations and administration of the Board of Directors via active engagement and dialogue as an ex-officio member of each committee.
- Ensure InspireDC has the staff it needs to reach its short- and longer-term goals by recruiting and retaining top performers, exiting low performers with dignity, and building a strong culture of servant leadership, excellence, accountability, and collaboration.
- Lead staff member efforts to create well thought-through plans for implementing the work and ensuring what happens on the ground reflects the organization's plans and overall vision in a way that allows for the flexibility to adapt to changing circumstances.
- Manage and motivate staff to achieve their objectives by providing necessary resources, professional development, performance management, and a positive work environment that supports excellence and mutual respect.

#### Strategic Planning and Program Oversight

- Ensure that InspireDC adopts a clear, compelling vision for what the organization will accomplish and develop a clear plan of execution by working thoughtfully and intentionally to invest the board, staff and stakeholders in it.
- Oversee the planning, implementation and continued improvement of a program model that identifies and incubates leaders, new projects, and organizations that embody innovative expressions of ministry with or for young adults.
- Develop and implement systems to effectively track InspireDC's progress to goals and regularly evaluate program components, in ways that can be effectively communicated to the board, funders, and other constituents.

#### Development & External Relations

- Establish and implement the infrastructure needed to grow from a \$300k to a \$3M budget through the solicitation of major gifts, federal and state grants, special events, and corporate and foundation support.
- Expand and diversify InspireDC's donor base/pipeline and work closely with the Board and staff to secure funding for new initiatives.
- Build and cultivate high-level, strategic relationships that raise InspireDC's visibility within the United Methodist context and broader justice movements across the DC metro area.
- Deepen and refine all aspects of communications—from web presence to external relations—with the goal of creating a stronger brand.

#### Finance and Administration

- Proactively implement best practices that stabilizes and maintains the financial and operational integrity of the organization.
- Support the development of the annual budget and manage the organization's resources within Board-approved budget guidelines.
- Ensure that all payroll, accounts receivable and payable are run on time and properly documented.
- Ensure all Federal and District tax and other legal and regulatory forms are filed and compliant.

#### **Qualifications**

We're seeking candidates who excel in leadership coaching and relationship management, are results-oriented problem solvers, and have exceptional project management skills. Specific requirements include:

- Positive, engaging and inclusive leader with an ability to motivate, coach, and develop a staff and Board;
- Demonstrated commitment to setting and meeting high expectations even in the face of obstacles or ambiguity;

*InspireDC is an equal opportunity employer and does not discriminate against any employee or applicant because of race, color, ethnicity, religion, gender, sexual orientation, gender expression, national origin, disability, age, marital status, military status, pregnancy, or parenthood. We encourage anyone for whom this overview resonates to apply.*

- Demonstrated success raising funds for an organization or cause;
- Experience managing a budget and driving strategic financial decision-making;
- Exceptional oral and written communication skills;
- At least 3 years of senior management experience with direct reports in a nonprofit; startup, or faith-based setting;
- Bachelor's degree required; Master's degree a plus.
- Effective leadership experience in diverse, multi-cultural and multi-ethnic environments.

### **How to Apply**

Submit a cover letter, resume and three references to Christie Latona at [christie@inspiredc.org](mailto:christie@inspiredc.org) with "InspireDC: Executive Director Search" in the subject line no later than **Monday, August 14, 2017**. Applications will be reviewed on a rolling basis.

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