



Job Title: Executive Director

Reports To: Board of Directors

Direct Supervision: Director of Programs, Director of Development & Communications, Office Manager

Indirect Supervision: Entire IPC staff

Status: Full-time, Exempt

Organizational Background: Interfaith Partners for the Chesapeake (IPC) works to inspire and equip people of faith to honor, protect, and restore our shared watershed. We envision a time when faith communities across the Chesapeake region honor, care for, and protect the watershed we share so all our communities, and future generations, may thrive. Since 2010, IPC has engaged over 400 congregations to implement best management practices on their grounds and raise awareness among their congregants. IPC's programs are offered to congregations throughout Maryland, including the Eastern Shore, as well as south-central Pennsylvania. Visit www.InterfaithChesapeake.org to learn more.

Summary: The IPC Board of Directors seeks an inspirational, adaptable, and inclusive leader who has the strategic vision to usher the organization into its next chapter and grow its impact. The Executive Director is responsible for managing the organization, including all financial oversight, implementation of IPC's programs, securing significant unrestricted funds, and collaboration with the Board of Directors to advance the mission of the organization. The ideal candidate would be able to navigate interfaith dynamics effectively, develop relationships with a diverse range of partners, and cultivate a positive team environment.

Roles and Responsibilities:

Leadership and Strategic Direction

1. Provides active leadership needed to achieve IPC's strategic goals; leads board through strategic planning processes as appropriate
2. Works effectively with the Board and its Committees to make full use of Board members, available skills and resources
3. Builds respect for the organization with outside audiences
4. Demonstrates commitment to building a diverse staff and board and to ensuring a workplace climate of excellence, accountability, and respect
5. Communicates in an open, candid, and consistent manner
6. Effectively presents ideas and issues and follows through with commitments
7. Understands and publicly communicates IPC's mission, values, and goals
8. Ensures that board and committees are knowledgeable of IPC activities and projects

Management of all Staff, Programs, and External Communications

1. Provides leadership and guidance for programs that support IPC's strategic goals
2. Demonstrates sound judgment in developing and managing programs and projects
3. Ensures that best practices are maintained in implementation of programs and projects
4. Ensures that IPC has the resources and skills to plan and implement quality programs and projects
5. Leverages opportunities with other organizations and partners
6. Maintains a working knowledge of trends in the faith and environmental communities to support IPC's work and future planning
7. Operates in a creative and entrepreneurial manner to optimize available resources



8. Ensures communications, fundraising, advocacy, and accounting practices adhere to industry best practices and minimize IPC's exposure to risk
9. Attracts, supports, and mentors quality and diverse staff and builds teamwork to achieve goals
10. Demonstrates an understanding of governance policies and organizational procedures
11. Ensures that records and documents comply with state and federal regulations, and all grantor requirements
12. Oversees equitable and transparent performance reviews for all staff
13. Properly records all human resource personnel issues, ensures benefits are equitably offered to eligible staff, expands IPC's suite of benefits when feasible

Financial Sustainability and Management

1. Demonstrates fiscal responsibility for and stewardship of financial resources
2. Ensures adequate control and accounting of all funds and maintains sound financial management practices
3. Provides timely financial reporting and adheres to high standards in financial management
4. Efficiently manages project costs and operational budgets
5. Strategically pursues grants and other opportunities to expand IPC programs
6. Provides effective support to the Finance Committee and Board to develop budgets, monitor progress, and initiate changes as appropriate
7. Grows unrestricted funding from major donors, businesses, and private foundations

Builds and Maintains Partnerships and Key External Relationships

1. Effectively serves as a spokesperson for IPC and is visible in a variety of professional and public settings
2. Connects with environmental and faith community partners to further the work of IPC
3. Creates opportunities to increase IPC's visibility in environmental issues
4. Establishes positive relationships with funders, such as foundations, government agencies, congregations, corporations, and individual donors, and pursues new sources of support
5. Discovers and cultivates new relationships with external partners, including but not limited to potential partner congregations, major donors, local and state officials
6. Demonstrates willingness to be innovative in achieving IPC's goals
7. Leads strategy to advocate for clean water and environmental justice issues across local, state, and federal governments

Desired Qualifications and Experience:

- Leadership, Strategic Direction and Management:
 - Ability to recognize potential in staff and help them thrive, while maintaining work/life balance
 - High level strategic thinker who is focused on organizational impact
 - Inspirational communicator who can motivate a wide range of audiences
 - Experience cultivating and maintaining relationships with diverse stakeholders, including religious leaders, congregations, environmental organizations, funders, and government agencies
 - Track-record of team building through collaborative alignment to an institutional mission
 - Knowledgeable in cultivating environments that minimize bias and create a welcoming atmosphere for everyone who is interested in attending/participating
 - Understanding of various faith traditions and ability to navigate interfaith dynamics effectively
- Fundraising and Financial Management:
 - Experience building relationships with major donors and foundations



- Demonstrated ability to secure major gifts and raise significant unrestricted funds
- Strong financial management skills, including experience managing budgets of \$750,000+
- Background in writing and managing grants, especially larger state and federal grants
- **Commitment to Diversity, Equity, Inclusion, and Justice (DEIJ):**
 - Commitment to promoting diversity, equity, inclusion, and justice within IPC and across our work with diverse faith communities
 - Willingness to create an organizational culture that values and respects diversity in all its forms, actively work to dismantle systemic barriers, and advocate for equitable and just outcomes for marginalized communities in our environmental stewardship efforts
- **Environmental experience:**
 - Understanding of environmental issues, particularly related to watershed restoration and conservation
 - Knowledgeable about current environmental policies, practices, and challenges

Compensation: \$100,000 to \$110,000 annual salary, commensurate with skills and experience. Includes paid vacation and holidays, medical and dental benefits (employer and employee cost-share), and a monthly cell phone stipend for use of personal cell phone. Work-related travel beyond the office is reimbursed at the prevailing IRS reimbursement rate.

Location: This position is structured as a hybrid of remote and in-person work. IPC has office space in Annapolis (7 Willow Street, Annapolis, MD 21401; currently this office space is not ADA-accessible) and travel to IPC’s Annapolis office will be required. A computer and peripherals will be provided and can be transferred to the employee’s home office to facilitate remote work; however, reliable internet at the home office must be provided by the employee.

How to Apply:

IPC is an equal opportunity employer. All applicants will be considered for employment without attention to race, ethnicity, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. In our effort to promote diversity in all aspects of our mission, we strongly encourage persons of under-represented races, religions, and cultures to apply.

Please upload ALL of the following to [our online portal](#):

1. Cover letter, summarizing your career progression and why you are interested in this position at IPC
2. Resume
3. Three (3) references

This can also be accessed by visiting us online at www.InterfaithChesapeake.org/jobs. Resumes will be collected until the position is filled. Interviews will begin immediately upon receiving qualified applications. We plan for the new hire to begin working in the fall of 2024.