

Association for Episcopal Deacons

Position Description

**RESUMES to Deacon Geraldine Swanson at
Gabrs430@gmail.com**

Position: Executive Director

Job Type: Full Time – 40 hours/week on average. This is an exempt position.

Reporting Relationship:

The Executive Director reports to the Association for Episcopal Deacons Board of Directors.

Position Summary:

The Executive Director assists the Board of Directors in the implementation of the Association for Episcopal Deacons (AED's) vision. The Executive Director exercises day-to-day general oversight and administration of organizational operations. The Executive Director has primary responsibility for ensuring progress on specific program goals identified by AED's Board of Directors.

Position Responsibilities:

Administration

- Provides supervision and evaluation of all employees and contractors, by collaborative consultation with employees on a regular basis and provision of quarterly communications reports to the Board of Directors,
- Provides administrative support for the Board and Board-supported Committees,
- Facilitates arrangements for board and committee meetings as appropriate,
- Coordinates regular and special events as directed by the Board of Directors,
- Oversees the maintenance of an office for AED,

- Maintains appropriate insurance for the organization, its events, and its directors and officers.

Organizational Management

- Develops and maintains a sound organizational infrastructure,
- Assists the Board in the development of a marketing and development strategy for membership growth and program development, and then oversees implementation of that strategy
- Assists the Board in the development of human resource policies and practices that enhance the overall mission and vision of AED, and then oversees implementation of those policies and practices
- Articulates and communicates AED's vision by maintaining a speakers' bureau of individuals and communities church-wide who can speak to the diaconate, its development, AED programs and diaconal ministry in general,
- Maintains and develops good relationships with Dioceses and Church-wide organizations, as well as world-wide organizations associated with the diakonia of the Church,
- Assures and oversees the maintenance of accurate and up-to-date membership and deacon databases that are appropriately accessible by membership,
- Assists the Board in the development of the Strategic Plan as created by the Board of Directors, and oversees implementation of the plan.

Personnel Management

- Oversees the recruitment, supervision and management of all staff, volunteers, interns, and contractors,
- Supervises direct reports and assigns their duties,
- Effectively communicates the overall vision to employees, volunteers, organizations, donors, and contractors,

- Ensures personnel policies are enforced and performance reviews of all staff are conducted at least annually,
- Ensures contractor contract terms and conditions are fulfilled and reviewed at least annually,
- Maintains employee personnel files and other confidential records,
- Ensures AED is in compliance with all national, state and local labor laws.

Financial and Development Oversight

- In coordination with the Finance Committee, assists in the development of a plan for long-term organizational financial stability, including an investment strategy,
- Assists the Development Committee in developing and overseeing a multi-sourced strategy for financial support, including writing grants and oversight of the revenue of events and conferences,
- Assists the board in the development of and compliance with financial policies and procedures, and oversees donor relations, prompt acknowledgement of donations, and maintaining donor data,
- Provides oversight of and assures adherence to the budget as approved by the Board of Directors,
- Provides the board members with all necessary reports and data to fulfill their fiduciary responsibilities,
- Ensures AED is in compliance with all applicable laws and regulations governing non-profits and solicitation of donations.

Working Conditions

- The AED Board of Directors will provide appropriate software and funding for reasonable office and travel expenses,

- Performance will be reviewed annually and will be based on a mutual ministry review of the Executive Director's and Board's goals and accomplishments,
- The Executive Director may keep all honoraria received in connection with representing AED at special events.
- The skills, duties and responsibilities outlined in this Executive Director Job Description are not intended to be all inclusive. Other duties and responsibilities may be assigned as needed or required.

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Learn more about AED at www.episcopaldeacons.org