

## **Executive Director Association of Partners in Christian Education (APCE)**

[www.apcenet.org](http://www.apcenet.org)

### **Mission of APCE**

The mission of APCE is to connect, enrich, empower, and sustain persons who serve and advocate for lifelong faith formation and educational ministries in the Reformed family of churches, partnering and collaborating with others in witness to Christ's ministry of love, justice, and peace.

### **Vision of APCE**

The vision of APCE is to cultivate a vibrant and inclusive Christian community of leaders where growing in faith matters and lives are being transformed.

### **Values of APCE**

As an association living into our mission and vision, we express our values through:

- Service to Christ and the Church
- Support and advocacy for faith formation and educational ministries and their leaders
- Commitment to Reformed theology
- Commitment to lifelong discipleship
- Nurturing the importance of relationships
- Actively living out justice, equity, diversity, and inclusion
- Engaging in critical thinking and dialogue
- Promoting leadership development and organizational best practices

**Job Title** Executive Director of APCE

**Reports to** Board of Directors of APCE (Executive Team)

**Job Type** Full-time, salaried, exempt

**Location** Virtual office, working remotely

### **Position Summary**

The Executive Director will exercise a strong passion for nonprofit, visionary, strategic leadership and management to drive the mission, programs, and operations of APCE (560 members, 52 leaders). The Executive Director is responsible for the day-to-day operational management, development / fundraising, and public relations activities, while ensuring the financial viability and sustainability of APCE. A key component of the position is working closely with Mission Teams. The Executive Director will work with the Executive Team and Advisory Councils of APCE to establish priorities and long-term goals for the position. Initial priorities include building beneficial relationships with denominational partners; ensuring the membership database is accurate and up to date; and collaborating on the Annual Event. The Executive Director will serve as the chief spokesperson for APCE, ensuring its values and mission are upheld in all external engagements. The Executive Director will be expected to travel as the job duties require.

## **Responsibilities:**

### **Leadership & Management**

- Work collaboratively with APCE leaders and stakeholders to accomplish APCE's vision and mission including becoming a more just, equitable, diverse and inclusive organization.
- Develop and implement APCE's strategic plan in partnership with the five-member Executive Team.
- Provide overall strategic and operational leadership for APCE's volunteers, programs, and execution of its mission.
- Supervise, motivate, and manage volunteers to foster a positive and effective organizational culture.
- Make a deliberate effort to understand APCE's mission, vision, and values, and the experiences of its members and the contexts in which they serve.
- Oversee operational policies, ensuring they align with legal and ethical standards.
- Inform the Executive Team of the conditions and operations of APCE by frequent, open, and transparent communication.
- Execute decisions of the Executive Team.
- Review and execute contracts, grants, and commitments authorized by the Executive Team, including all leader contracts for any APCE conference.
- Maintain membership services, providing guidance for recruitment and renewal of membership in consultation with the appropriate Mission Team.
- Support the Executive Team and Mission Team Moderators on matters of program, publications, budget, and legal responsibility.
- Collaborate and work closely with the Annual Event Mission Team in the planning, contracting and implementation of the Annual Event including participating in the Spring Planning Meeting.
- Maintain and facilitate communication between the Executive Team, the Team Leadership Council, Mission Team Members and all stakeholders.
- Moderate the Denominational Advisory Council (DAC), comprised of a representative from each partner denomination.
- Ensure all Mission Teams are populated by serving in an advisory role to the Nominating Committee.
- Travel as necessary to be present at in-person conferences, events, board meetings, and other position-related gatherings.

### **Financial Management:**

- Oversee annual budget and ensure financial stability through sound fiscal management in collaboration with Financial Officer(s). (Approximately \$330K expenses, \$360K revenue, for fiscal year ending 8/31/24)
- Work with Financial Officer(s) to create proposed annual budget.
- Understand and interpret financial statements, budgets, cash flow, audits, and IRS Form 990.
- Operate within the budget, ensuring all funds, physical assets, and property of the organization are safeguarded and administered.
- Ensure accurate, transparent, and timely financial reporting to the Executive Team and key stakeholders.
- Arrange for a financial review by an outside professional accounting company every three (3) years.

### **Development and Fund Raising**

- Create and execute a strategic development plan in consultation with APCE's Co-Presidents and Executive Team.
- Lead the organization's fundraising efforts, including major gift cultivation, grant writing, sponsorships, and special events in collaboration with APCE's Co-Presidents and Executive Team.
- Maintain and build strong relationships with donors, funders, and sponsors.

### **Public Relations**

- Oversee public relations and advertising programs in consultation with the Communication Officer.
- In collaboration with the Executive Team, and as budget allows, promote membership in APCE through public relations appearances at denominational gatherings, faith formation events and conferences, acting as a goodwill ambassador for APCE.

- Promote APCE, building bridges with other denominational & partner organizations, maintaining a focus on APCE and the APCE Mission Statement.
- Foster and maintain effective relationships with other professional organizations (e.g. PCUSA Faith Formation Collective; other denominational faith formation groups).

### **Communications**

- Oversee and collaborate with Communication Officer to ensure that the organization is communicating effectively both internally and externally with primary and secondary audiences of APCE.

### **Program Development & Oversight**

- Oversee the development, implementation, and evaluation of APCE's programs and services along with APCE leadership.
- Ensure programmatic excellence and accountability by setting clear goals, metrics, and evaluation processes.
- Adapt programs and services to meet the evolving needs of APCE.

### **Qualifications:**

- Minimum - Bachelor 's degree (Master's preferred).
- Minimum five years of experience in non-profit leadership, fund development or related area.
- Active in a local Christian congregation.

### **Demonstrated Experience Reflecting:**

- Nonprofit Management, Public Administration, Business, or related field.
- Strong financial acumen including fiscal management and reporting; understanding and interpretation of financial statements, budgets, cash flow, audits, and IRS Form 990.
- Success in creating and managing a development plan that includes achievement in fundraising, and experience with major gifts, grants, and corporate partnerships.
- Managing nonprofit, volunteer organizations.
- Managing day-to-day operations of a complex multi-layered organization.
- Managing multiple tasks and priorities.
- Proficiency with modern tech tools.
- Proficiency in digital communication.
- Excellent interpersonal, communication, and public speaking skills.
- Building and maintaining positive working relationships, collaborating with team members, and interacting professionally with members and other stakeholders.
- Ability to work with a diverse group of people.
- Ability to cultivate and inspire leaders.
- Strong decision-making skills.

### **Travel, Expenses, and Provided Resources**

- Board approved reimbursement for travel, business expenses and professional development.
- Professional equipment provided for remote functioning.
- Monthly allowance to cover business cell phone and internet usage.

### **Salary & Benefits:**

- The total package is flexible and negotiable, commensurate with skills and experience.
- An annual compensation range of \$100-120k which includes health and retirement benefits
- 10 sick days annually (cumulative up to 40 days), 4 weeks of vacation annually (non-cumulative), and 1-week personal time allowance annually (non-cumulative).
- Two weeks of continuing education/professional development can be accumulated up to three years.