



## **MCCJ Inc. – Executive Director**

### **JOB DESCRIPTION**

#### **SUMMARY**

MCCJ Inc., a nonprofit public interest organization, is seeking an Executive Director. Our core mission is to foster understanding and respect among peoples of all cultures, religions, races, ethnicity and genders through advocacy, education and conflict resolution. We believe that inclusion and diversity are fundamental to our culture and our values as a society.

The Executive Director is MCCJ's Chief Executive Officer and reports to the Board of Directors. The successful candidate will have a passion for, and a strong commitment to, human rights as well as a proven record of success in fundraising.

MCCJ, an independent 501(c)(3), formerly the Miami Coalition of Christians and Jews, was founded in 1935 as a chapter of the National Conference of Christians and Jews (NCCJ). We continue the same vision as NCCJ, namely to build community among diverse peoples to make the world a better place in which to live.

#### **RESPONSIBILITIES**

The Executive Director is responsible for the overall management and operation of MCCJ, achieving its fundraising objectives, implementing policies set by the Board, and advancing its mission and vision. Specific responsibilities of the Executive Director will include, but not be limited to, the following:

- Fundraising — design and execute an ongoing annual fundraising plan, and special campaigns where appropriate, to raise \$500,000+ annually. Implement fundraising, donor recognition and stewardship efforts, including major gifts, special events, grants, benefit/sponsorship strategies, and a legacy/planned giving program. Identify, cultivate and solicit prospective individual, corporate, foundation and public funding sources. Plan and oversee all aspects (preparation, execution and followup with key donors, prospects and volunteers) of the annual MCCJ Humanitarian Dinner, our largest fundraising event. (This is a necessary component.)
- Programming and Planning — identify and/or create programming opportunities to serve MCCJ's mission. Coordinate, execute and evaluate existing and newly developed programs. Develop and implement a strategic planning process for the board.
- Community & Public Relations — represent in the Miami-Dade community MCCJ's programs and philosophy, and be able to articulate its vision, values and strategic direction. Cultivate and develop collaborative relationships with other local and national human relations groups, interfaith organizations and clergy. Implement initiatives to generate media coverage and increase public awareness of MCCJ and its mission. These may include: writing and strategically distributing articles, white papers, and letters to the editor; appearing on radio and television; making presentations around the community and/or at conferences; and engaging the community in discussions and relevant activities. Ensure that the Board Chair and/or

representative members of the Board are offered the opportunity to be included in, on and with any event MCCJ is asked to participate in.

- Board Relations — keep the Officers and Board members fully informed on MCCJ's financials, activities and condition, as well as important developments affecting the organization and its mission. Assist the Board of Directors in carrying out the governance function at Board meetings. Work with Board members to facilitate and increase their level of participation and to recruit new members.
- Volunteer Management – Mobilize, train and manage volunteers to act on behalf of MCCJ in such situations as, though not limited to, advocacy and lobbying, fundraising, handling program logistics, and social media.
- Financial Management — develop an annual operating budget and ensure that MCCJ operates within budget guidelines. Maintain sound financial practices, including overseeing and implementing accounting and tax reporting, tracking profit and loss, managing cash flow, assessing and strategically taking risk, and establishing and monitoring accountability.
- Organizational Management — administer the overall operation of MCCJ, including: setting organizational priorities, writing and implementing annual operational plans, establishing policies and procedures for operations; ensuring compliance with applicable federal, state and local regulations; and hiring (with Board approval), directing and evaluating all employees and consultants. (Currently, the staff is comprised of the Executive Director, Office Assistant and Program Director.) The Executive Director is subject to the MCCJ Policy and Procedures manual, including policies that govern reporting, benefits, time off from work, travel, outside activities, work hours, etc.
- Modern Operations – be able to understand, update, implement and leverage modern tools to improve and enhance MCCJ's operations and mission, to include basic website updating, social media, CMS, accounting software, and other online tools.

## **QUALIFICATIONS**

Successful candidates will have strong organizational, administrative and financial management skills, be able to assume a hands-on role and have experience with the essential tasks required to perform the responsibilities of an Executive Director. To perform this job successfully, candidates should be able to demonstrate all or most of the following:

- A passion for and understanding of the mission of MCCJ, including a working knowledge of significant developments and trends in interfaith relations and human-civil rights.
- A track record in fundraising activities, preferably for an organization with a budget of \$500,000+, including proven personal success in attracting individual, corporate and foundation donors to commit significant resources to a successful nonprofit organization; expertise and experience in creating and implementing development plans, proposal writing, grant administration and donor stewardship.
- Effective interpersonal, verbal and written communications skills resulting in persuasive, compelling, grammatically correct, and culturally-competent messages. This should include demonstrable expertise with public speaking and media interaction.
- Strong “people” skills. Experience working with and developing a board of directors; planning, directing and coordinating activities of staff and volunteers; networking; collaborating with other organizations; and communicating with multiple levels of diverse populations (i.e., from elected officials to community leaders to grass roots citizens). Skills to oversee student programs and training.
- Business acumen and experience with the fiscal management of organizations with a comparable-sized budget. Requires proficiency in developing and analyzing budgets and financial reports.

- Experience directing marketing, public relations and event planning activities.
- An ability to work independently, as well as collaboratively as part of team, manage multiple projects simultaneously and manage time effectively.
- An interest in technology, with a working knowledge of how to implement and leverage modern tools for the benefit of the organization and its mission.
- Solid time management skills, allowing the successful candidate to balance the equally-demanding internal and external responsibilities of the job.

### **PREREQUISITES**

- Documented accomplishments at increasingly advanced levels of responsibility in business, non-profit administrative, operational and financial management, or related areas. Strong background in fundraising, with a superior track record, is essential.
- An undergraduate degree is required, and attainment of an advanced degree, such as a J.D., D.Div., or a master level degree in the social sciences, non-profit management, business, cross-cultural or organizational communication, or other related field, is preferred.
- Proficiency in Microsoft Office programs, including Word, Excel and Power Point. Knowledge of DonorSnap a plus.
- Basic proficiency (ability to post, update and modify accounts) in social media platforms, including Facebook and Twitter is required.
- Residence in, or ability to relocate to, the Miami-Dade County area is preferred.
- A valid Florida Driver's License with access to transportation and a willingness and ability to regularly travel throughout the County for MCCJ programs and activities, sometimes at night,
- Knowledge of the South Florida Community is strongly preferred.
- Bilingual (English/Spanish) preferred, but not required. Proficiency in Creole is an added benefit.
- The ability to pass background screening.

### **WORK CONDITIONS**

- This is an exempt position. Occasional night and weekend work will be required to accommodate activities such as board meetings and fundraising events.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **SALARY AND BENEFITS**

Salary will be commensurate with qualifications and experience. While MCCJ currently does not offer health insurance, it does provide a monthly supplement to its full-time staff to purchase their own. It also provides flex-time, liberal vacations and parking.

For further information about MCCJ, visit <http://www.miamiccj.org>

Send resumes to [TerrieTemkin@CoreStrategies4Nonprofits.com](mailto:TerrieTemkin@CoreStrategies4Nonprofits.com).

### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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