



Position Opening: Executive Director, ARDF-US

Summary Description: The Executive Director position is a full-time, executive/management position, reporting to the Chairman and the Board of Directors of the Anglican Relief and Development Fund-U.S. (ARDF-US). As detailed below, the Executive Director is responsible for overseeing administration, programs and strategic planning of the organization. In addition, key responsibilities include fundraising, marketing/communications, and community outreach.

We are seeking candidates with a passion for Christ, the global church and the vision and mission of ARDF-US. Candidates should have experience in fundraising, executive leadership, cross-cultural relations, and ability to serve as a global ambassador for ARDF-US. Familiarity with international business and Anglican theology and ecclesial structures is preferred.

About ARDF-US:

ARDF-US serves as the official international relief and development arm of The Anglican Church in North America (ACNA) with the vision that, working together, Christians can help the poor and needy in the World, demonstrating the love of Christ and spreading the Gospel. The mission of ARDF-US is to work within the worldwide Anglican Communion to maximize life change in some of the most challenging parts of the world for the sake of Christ by facilitating development and relief projects.

To-date, ARDF-US has funded nearly 200 development projects in 38 countries internationally, with over \$10 million committed and more than 1.3 million lives impacted. In addition, ARDF-US has assisted in 40 relief projects in over 20 countries internationally and 11 states in the United States, facilitating over \$2.5 million in relief funds distributed. For more information on ARDF-US, please visit ardf.org.

Position Responsibilities:

Board Relations – Works with the Board to confirm the mission of ARDF-US and executes a robust strategy to achieve measurable results. Responsible for good communication with the Board, including arranging effective Board meetings. Works with Board Executive Committee on delegated activities.

Financial Performance – Develops a budget for Board approval, including fundraising and other sources of income, and handles expense management and appropriate controls, including cyber controls. Oversees annual audit process with outside auditor.

Fundraising – Develops, increases capacity, and manages a strong fundraising effort with demonstrated results. Maintains good personal relations with a limited number of major donors.

International Development Projects – Analyzes proposed international development projects, determines viability, and performs impact analyses, including spiritual impact, presenting proposals to the Board. Works with the ARDF-US outside contractor to perform analysis, underwrite development projects, and manage accountability. Based on Board approval, recommends development projects to the Global Anglican Relief and Development Council (Global Council) and implements actions taken by the Global Council.

International and Domestic Disaster Relief – Works with international Anglican Archbishops and with ACNA Archbishop and Bishops to prioritize disaster relief response, implementing collections and distributions of funds, and assuring accountability.

Domestic and International Relationships – Maintains close relationship with the ACNA Archbishop and cultivates relationships with ACNA Bishops. Maintains relationships with the Global Primates of the Anglican Communion on the Global Council (with the Executive Director of ARDF-US serving as Executive Director of the Global Council) and develops/maintains relationships with international Anglican leaders with ARDF-US project connections. Travels internationally for some ARDF-US vision trips, Global Council meetings, and for some project oversight. Works with and assists ARDF-US affiliates worldwide.

Marketing and Communications – Acts as spokesperson for ARDF-US, in the US and around the world. Promotes ARDF-US by working with staff to develop and implement comprehensive marketing and communications plans to increase awareness in the United States of ARDF-US programs.

Administration and Supervision – Oversees day-to-day operations of the small staff and office through direct reports and through the Office Manager. Responsible for hiring staff, as well as management and administration of employment policies and procedures. Manages outside contract service providers such as legal, accounting, auditing and video media.

Professional and Personal Qualifications:

- A passion for Christ and the poor, and a strong moral and ethical foundation.
- United States citizenship.
- Minimum of a Bachelor's degree.
- Five or more years of experience in managing a non-profit and working with a Board of Directors.
- Substantive international experience.
- Demonstrated ability to implement a successful fundraising strategy and build strong donor relations.
- Strong non-profit financial and budget management skills.
- Strong written, verbal and public speaking communication skills, demonstrating an ability to effectively communicate the organization's mission.
- Demonstrated ability to oversee and collaborate with staff.
- Willingness and ability to travel in the U.S. and internationally.

Compensation: Compensation commensurate with experience, to include health/retirement benefits.

Application Process: To apply for the Executive Director position, please submit to ARDFsearch@gmail.com (consolidate these elements into one document in pdf format, and attach to your email):

- (1) your resume,
- (2) a cover letter describing: (i) why you are interested in the position, (ii) what makes you uniquely qualified for the position, and (iii) how you strategically have led a non-profit organization in the past;
- (3) salary requirements; and
- (4) references (references will not be contacted by ARDF-US without prior notice to the applicant).

If you have any questions, please send them to the same email address, marked "Question" in the Subject line.

This Posting will remain open until February 15, 2020.