



## **JOB POSTING: EXECUTIVE DIRECTOR**

**Memphis Interfaith Coalition for Action and Hope (MICAHA)** equips people of faith and goodwill to organize communities for systemic change through collective action. MICAHA is a coalition of faith, labor, and community organizations partnering for power and acting for equity in Memphis and Shelby County. We are an “organization of organizations,” joining together to give a more powerful voice for issues of justice--guided by our shared faith and values.

**We seek a MICAHA Executive Director** to mobilize and lead the MICAHA mission in action and build the power of the organization using the Gamaliel methodology of organizing people and organizing money.

**Key Duties-** The Executive Director will engage in duties required to meet organizational legal requirements and the fulfillment of the MICAHA mission and vision by leading in the following:

- **Governance & Strategy**
  - Lead in concert with the MICAHA vision, mission, and aspirational statement
  - Organize regular meetings of the MICAHA body
  - With the board, develop, maintain, and fully implement MICAHA’s annual and strategic plans including annual calendar
  - Agitate, train, and engage the MICAHA Board which is comprised of two delegate representatives from each of our member organizations
  - Utilize and actively participate in Gamaliel network meetings, resources, training and support to inform and equip MICAHA strategy
- **Staff Development**
  - Build a healthy culture of team engagement, individual accountability and success in the achievement of annual goals and objectives
  - Lead a team of staff in alignment with the organizational mission in an environment that fosters effective teamwork as well as individual learning and development

- Lead and support the staff of MICAHA with clear job descriptions, individual annual goals, performance coaching system, accountability, resources, training, and leadership opportunities
- Lead by example to drive accountability to achieving established annual goals and objectives on time, on budget, and in a healthy manner
- Working closely with lead organizer, recruit and train new organizers
- Financial Resources: Membership Dues and Fundraising
  - With the board fundraising committee, establish and implement annual fundraising strategy with a balance of revenue sources (annual dues, individual donations, grants)
  - With the board, raise revenue to support the full annual budget
  - Establish and monitor progress on fundraising goals (annual dues collection from partner organizations) for organizers
  - Strengthen acknowledgement and recognition of all contributors/investors
  - Develop fruitful relationships with current and potential donors/investors
  - Collect dues alongside relevant board teams in a timely manner and reduce/eliminate lapsed member dues
- Nonprofit Compliance and Best Practices
  - Establishes and maintains policies and procedures for key organization systems (Performance Management, Hiring, Job Descriptions, salary bands, Finance, resource management, etc.)
  - Work with Administrator and Bookkeeper to:
    - complete annual report for State of TN
    - Track and renew eligibility for charitable solicitation in TN
    - Track and renew TN sales tax exemption
    - Maintain relevant insurance coverage for organization and board of directors
- Financial Management
  - In collaboration with the Treasurer and bookkeeper, monitor financial health of the organization, and keep the board of directors knowledgeable and involved in financial matters of MICAHA Including annual budget, monthly financials, annual audit, investment portfolio.
  - Set policies for staff related to financial management
  - Secure financial management counsel for organizational assets
  - In collaboration with the Finance Committee Chair, present to the Board at its October meeting a draft of a balanced/surplus budget for the coming year with a final draft presented for vote at the Board's

#### December meeting

- Contributions to the Reserve Fund will be included in the budgets
- In the event that adequate funding cannot be raised, responsible for presenting to the Board a modified budget indicating the reductions required to operate within its anticipated means
- Leader Development and Training
  - Coach and support key leaders in the practice of organizing utilizing the Gamaliel network framework
  - Ensure leaders engage in local, regional, and national training
  - Support organizers and board members in identifying and coaching new leaders
  - Ensure all staff and board members attend Gamaliel National Leadership Training within the first 2 years of engagement with MICAH
- Power Analysis
  - Elevate MICAH to local, state, and national levels of power and recognition and build power relationships with local, regional, and state leaders
  - Contribute to the establishment of a statewide power organization (TIRZAH) alongside other Gamaliel TN affiliates
  - Identify and help build relationships between decision makers and our issues
- Human Resources
  - Direct the personnel policies and procedures for the organization, including hiring/termination
  - Keep employee handbook up to date and ensure staff are knowledgeable and following policy/procedures
  - Secure and renew employment benefits for staff
  - Implement the MICAH performance management system fully including accountability of direct reports through ongoing effective supervision, coaching, reviews, goal setting, and training
  - Propose salary adjustments and advancements
  - Hold staff accountable to the MICAH mission, vision, aspirational statement, policies and procedures and annual goals and objectives
  - Document and hold staff accountable to behavior/actions misaligned and/or harmful to MICAH including disciplinary actions up to terminations as needed
  - Structure the organization for maximum efficiency and effectiveness
- Recruitment
  - Activate and mobilize the Clergy/ED Caucus to recruit and maintain

- partner organizations
  - Orient and train new partners via organizers and leader-based teams
- Organizing
  - Identify and manage the expansion or reduction of organizing activities throughout the organization
  - Build relationships and engagement with partner organization leaders
  - Support and coach Lead Organizers in their organizing activities
- Communications
  - Communicate to the Board, and staff (in a timely manner) regarding the success and failure of all key initiatives
  - Responsible for directing all external communications
  - Ensure effective communication internal and external to mobilize MICAH goals and objectives
- Issue Identification
  - The Executive Director will maintain current knowledge and awareness of the key issues of concern to MICAH's partner organizations, community and board
- Gamaliel Network
  - Attend Gamaliel national training and networking events
  - Attend state, regional and national Executive Director meetings
  - Keep Gamaliel consultant informed of organizational plans, successes and challenges
  - Ensure annual dues are current
  - Active engagement in statewide TIRZAH activities and oversight

## **Position Requirements**

- Previous experience as an organizer with experience in the Gamaliel Network or similar faith-based community organizing traditions
- Exhibited commitment to the goals and objectives of MICAH
- Previous Experience with:
  - development of organization strategy
  - development and implementation of annual plans
  - development and management of an organization budget
  - raising an annual budget of at least \$800,000+/year from varied sources
  - leading a diverse group of leaders
  - coaching direct reports in all job-related functions

- communicating the success and failure of key organization initiatives
- managing key internal and external relationships
- working collaboratively with a Board of Directors
- College degree(s) preferred

**Salary Range**

Starting Salary \$78,000

Interested candidates, please email your resume to [HR@micahmemphis.org](mailto:HR@micahmemphis.org)