

POSITION ANNOUNCEMENT

Position	EXECUTIVE DIRECTOR
Type	Full-Time
Location	Cashmere, WA
Reporting Relationship	The Executive Director reports to the Board of Directors
Website	https://www.faith.foundation/

OVERVIEW

The **Faith Foundation Northwest**, formerly known as Northwest United Methodist Foundation is an independent 501(c)3 that grew out of the Pacific Northwest Conference and later included the Oregon-Idaho and Alaska United Methodist Conferences. Located in Cashmere, Washington, the Foundation supports faith communities through:

- ❖ **financial management** in socially responsible and ethically sound funds that reflect the values of faith, our team, the churches and ministries with whom we work;
- ❖ **loans** that assist churches to fulfill their mission by offering low-costs and low-hassle loans for capital improvements and new construction;
- ❖ **endowment consultations** that are committed to inspire and share stories of generosity, committed to the lasting legacy of our clients and their congregations and
- ❖ **stock gift program**, in which the foundation accepts, liquidates and passes through gifts of stock on behalf of faith communities, making tax-wise giving accessible for all donors at no cost.

With *\$78 million under management, \$29 million loaned since 1991, \$660k in stock gifts transferred since 2000*, **Faith Foundation Northwest** has resourced over *200+ faith communities* and individuals with the tools and resources to be faithful stewards.



We seek candidates for the Executive Director position who are passionately committed to implementing the foundation's mission to provide financial resources that strengthen the ability of congregations and agencies rooted in the Wesleyan tradition and Christian spiritual commitment.

The Executive Director serves as chief advocate and leader of the Foundation's core values and core purpose. The next leader will continue to lead growth of investments and financial services, as well as the day-to-day operations. Accordingly, candidates must exhibit superior leadership skills, strategic development and administrative abilities with an attitude of abundance and generosity in stewardship training, to guide local church leadership who work in the area of finance within their congregations.

The Executive Director Description

The Executive Director is principally responsible for the planning, development, implementation, assessment, and improvement of all programs, by-laws and policies established by the Board of Directors. This role requires an executive-level acumen in finance and leadership. This position is responsible for the fiscal operation, budget, and regulatory compliance as it pertains to a non-profit foundation.

The eight (8) essential functions of the Executive Director Position

Stewardship of Purpose

- Serve as a compelling spokesperson for the mission of the Foundation.
- Nimble address and meet the challenges facing the constituent community while enhancing the organization's commitment to its history.

Financial Stewardship

- Expand resources through growth in assets under management, loans, and philanthropy by serving in a prominent role of cultivating and soliciting faith communities as investors, borrowers, and donors.
- Work with the board and staff to develop comprehensive business plans that are effective and aligned with the purpose and values of the Foundation.
- Play a prominent role in cultivating and soliciting donors to expand resources through philanthropy.

Board and Stakeholder Relations

- Maintain a close working relationship with the board and associate directors to establish long-range goals, strategies, plans and policies.
- Lead with the Board Nominating Committee, the process of ongoing board recruitment and development to grow and strengthen a diverse community and culture of inclusiveness.
- Cultivate and maintain relationships with leaders and organizations to promote collaborative efforts and opportunities.

Impact Evaluation Management

- Work with the board and staff to establish standards and systems that track the effectiveness and impact of the Foundation. Identify learning objectives and intended outcomes, as well as incorporating feedback loops to promote continuous learning and to inform future strategy and tactics.

Staff Management

- Ensure that staff members are recruited, supported, and guided in their professional development; inspire key talent and champion the continuing development of every member of the team.
- Promote a culture of integrity, trust and excellence in performance, open and direct communication, meaningful collaboration and continuous improvement that values learning and commitment to quality.
- Collaborate with senior management and staff to develop and implement services and personnel to achieve strategic objectives.

Core Values and Ethical Standards Management

- A high degree of integrity, trustworthiness and commitment to living out Christian values.
- Work with the board and staff to ensure adoption of, and adherence to, appropriate values and ethical standards in the conduct of Foundation business.
- Champion and lead in diversity, equity and inclusion competency.

Risk Management and Compliance

- Work with the board and staff to ensure the Foundation develops prudent enterprise risk management strategies as well as compliance and accountability systems that are effective and aligned with the mission of the Foundation; ensuring that such strategies and systems are well-implemented

Brand Identity, External Affairs and Voice

- Work with the board and staff to preserve the strong reputation of the Foundation, making strategic decisions about the use of the Foundations' public voice and credible influence.
- The Executive Director serves as the official representative and primary external spokesperson of the Foundation within local, national, and global settings. The Executive Director will bring the perspective of the Foundation to public conversations about the future of communities, in areas where the Foundation have expertise. This includes; engaging with leaders, public officials, and other stakeholders to educate about the mission and interests of the Foundation; working collaboratively with other private and/or public funders and grantees for greater social impact.
- The Executive Director will participate in and take an active role with the National Association of United Methodist Foundations (NAUMF) and serve as a liaison for the Foundation with the other Methodist foundations; including opportunities of collaboration with other non-profits.



PROFESSIONAL COMPETENCIES AND IDEAL QUALIFICATIONS

- Decisive business and management skills demonstrated in an environment with competing demands.
- Record of success as a visionary executive, including the fiscal skills and to facilitate the allocation of resources effectively and efficiently.
- Demonstrated success in securing investments and planned gifts.
- A track record of successful leadership of an organization or entity of similar size and complexity.
- Strong external relationship building and communication skills.
- Seven or more years' experience in or across multiple sectors, including non-profit, public and corporate environments.
- Knowledge of and experience working in social impact investing.
- Bachelor's degree required; Master's degree desirable.
- CFRE Designation desirable.
- The ability to travel across the conferences as much as 25% of the time.

COMPENSATION AND BENEFITS

- ❖ **Base Salary Range:** \$110,000 – \$135,000/yr. – Full Time/Exempt
Exact compensation may vary based on job-related knowledge, skills and experience.
- ❖ **Benefits:** A competitive benefits package including health/dental insurance, pension, life insurance, disability, paid holidays, sick leave and WPFML.



HOW TO APPLY

- **Deadline to apply: January 27, 2023, 5pm**
Please do not contact the FFNW office or staff.
- **Please submit a cover letter and resume only.** Please merge all of your documents into a *single PDF* file, before attaching to the email link noted below. See helpful 'how to' link below.

Email Link for Submission

- EDapply@ffnw.us Use this email link to attach your single *PDF* file and submit. Please use your name as the subject in the email.

Email Link for Questions

- EDquestion@ffnw.us. All questions regarding the position may be sent to this email link. Members of the search team will respond promptly.

- **How to Merge PDF Files:** <https://www.adobe.com/acrobat/online/merge-pdf.html>

All applicants will receive acknowledgement on the receipt of their application. Your patience will be gratefully appreciated and we thank you for your interest in applying for this position.



Faith Foundation Northwest is an Equal Opportunity Employer. Our commitment to diversity actively encourages applicants from all cultures, races, colors, religions, national or regional origins, age, disability status, sexual orientation, military, protected veteran status or other status protected by law. All offers of employment are subject to the applicant successfully completing background, references and other applicable checks. This position description is a guide to the primary duties and functions of the position, not an all-inclusive list of responsibilities, qualifications, physical demands, and work environment conditions.