

Executive Director Job Description

Reports to:	Grail Council
Full-time/Part-time:	Full-time
Salary Level:	\$65,000

SUMMARY

Called by our spiritual values, The Grail envisions a world of peace, justice and renewal of the earth, brought about by women working together as catalysts for change. The Executive Director commits to implementing this vision.

Leadership in the Grail rests with the Council as representatives of the members by consulting with the members and responding to decisions and directions from General Assemblies and other processes. The Executive Director will support the Council by taking leadership in implementing priorities and plans set by Council for the Grail.

The Executive Director, working with the Council, has both the authority to achieve, and responsibility for, the success of the Grail in meeting defined strategic goals.

The Executive Director oversees all U.S. Grail operations, providing the day-to-day management of on-going and on-the-horizon projects necessary to position The Grail where it needs to be for the future.

PRIMARY RESPONSIBILITIES

Council Support

- Supports Council in its providing leadership and accountability for the mission of the Grail
- Supports Council in its establishing national policies and a strategic plan
- Supports Council in its responsibility to meet the Council's strategic goals .

Movement Support

- Supports Resolutions: to be an anti-racist organization and to foster spiritual community as the core of the Grail
- Ensures that Grail members, groups and committees have the resources necessary to live out the Grail mission
- Researches and explores new methodology, concepts, and initiatives relating to the mission goals and vision statement in order to keep The Grail on the leading edge of this work
- Explores new initiatives as they arise from members and through community partnerships, balancing potential with cost, including opportunity cost and staffing resources
- Researches trends in the nonprofit governance field to ensure The Grail is responsive to emerging needs and sea-change in support of mission goals and vision statement

Communications

- Ensures clear and articulate internal and external communications that reflect and further the Grail mission, vision and values
- Communicates regularly and timely with Council, staff, members and volunteers through various medium including phone, email, in person, videoconferencing and other outlets
- Engages in public relations to further the mission and vision of the Grail
- Oversees website, Facebook, YouTube and all other forms of social media and media creating and maintaining a consolidated and unified organizational identity

Finances

- Collaborates with Council, Finance Committee, Treasurer and oversees the work of the Finance Manager to determine budgetary needs and monitor operations to ensure they stay within set budget guidelines
- Develops the annual budget with Accountant, Council, and Finance Committee
- Manages the Mission Initiatives process from application through reporting, with responsibility for educating members on all aspects
- Manages the international grant process including compiling donations quarterly, arranging appropriate wire transfers and approvals, and follow-up with recipients for end of year reports, ensuring The Grail remains in compliance with all federal laws and IRS requirements
- Collaborates with designated committees and Council for the efficient sale and close of assets providing planning, staffing, resources and oversight as necessary, to include treatment of archives, collections, equipment and land/buildings
- Prepares necessary materials for triennial audit, annual tax filings (Grail 990 and Grail Cemetery Association 990-N), and the submission of annual nonprofit filings required by the State of Ohio in partnership with accountant and external auditor
- Manages all banking accounts, savings accounts, and the organization's credit card, and pays all vendors who are set up through ACH in partnership with Accountant
- Manages the payroll process, including updates to earnings and deductions, end of year PTO balances, making necessary changes in employee status, and ensuring sufficient funds are available.

Operations

- Provides on the ground assistance in support of the sale of the Southside process including scheduling building tours, ensuring safety protocols are followed, and responding to/shepherding inquiries and interested parties until such a time as they are ready to submit a final proposal to Council.
- Maintains efficient and current office procedures and systems
- Maintains the physical assets owned by The Grail at levels determined by the strategic goals to include regular maintenance, revitalization, housekeeping, basic upkeep, and emergency response
- Maintains all legal documents as related to the functioning of the Grail including personnel records as outlined in the Document Retention Policy
- Hires staff, conducts regular performance evaluations and terminates as appropriate
- Supervises the staff (permanent, on-call and temporary) and volunteers necessary to effectively meet strategic goals
- Consults with licensed professionals to meet the needs of the organization
- Manages the rental agreement and relationship with Rural and Migrant Ministry, Inc.
- Provides collaborative style leadership to motivate staff to accomplish tasks, facilitate dialogue, accountability, responsible participation and decision-making
- Handles complaints and settles disputes arising in day-to-day operations working with Personnel Committee to resolve disputes involving leadership
- Assists staff and volunteers in relating their specialized work to the totality of The Grail
- Encourages staff and volunteer development and education

Development

- Oversees Administrative Assistant to ensure the recording and timely acknowledgment of contributions, including year-end tax receipts; updating of donor database and the maintenance of donor files
- Identifies and explores outside funding sources in support of Grail projects, programs and events
- Maintains and develops connections in the community through various outlets in order to secure support, collaborations and resources needed to achieve strategic goals

Other duties as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Knowledge of non-profit administration and at least 5 years' experience in a non-profit setting
2. Excellent writing and communications skills
3. Attention to detail essential, but also an ability to see the big picture.
4. Ability to work effectively by phone, conference call, Skype and other long-distance forms of communication. Understanding of social media and experience using it desirable.
5. Grail membership is a plus, but not required
6. Discretion, ability to work effectively with diverse groups of members, tact and diplomacy skills
7. Experience with women's organizations (as a member and/or staff member) desired. Motivated by commitment to women's empowerment, social justice, environmental justice, spiritual search
8. Willingness to take on tasks when needed

WORKING CONDITIONS

Will require occasional evening and weekend work.

ACKNOWLEDGMENT

I understand the responsibilities and requirements of this position.

Employee

Date

For the Grail Council

Date