

Job: Full time
Application Deadline: September 1, 2024
Start Date: On or about October 15, 2024
Education: College degree
Location: New Bern, NC

IRM Executive Director Job Description

Interfaith Refugee Ministry's Executive Director is someone who:

Exemplifies leadership by setting an organizational vision with the Board of Directors, and by empowering the team to accomplish the tasks necessary to achieve that vision.

- executes sound personnel practices (hires, supervises, evaluates and terminates staff in accordance with all laws, regulations and organizational policies)
- fosters good staff morale
- creates an inclusive, productive and mission-focused work environment
- provides staff with professional development opportunities
- seeks out and applies for relevant grants

Provides competent financial oversight

- works with the Finance Manager to manage financial aspects of IRM and oversees all budgets and financial reports
- ensures that records and accounting practices comply with all government regulations
- develops a thorough understanding of all applicable grant programs
- in conjunction with the Board of Directors, cultivates new donors and stewards existing donors
- identifies new resources and revenue streams.

Is an exemplary administrator

- prepares all required reports for EMM and all applicable government agencies
- oversees the creation and maintenance of case files for all client
- provides quality assurance for all aspects of IRM including case notes
- manages daily operations including HR, IT, financial resources, fundraising, programs, facilities and equipment, and office administrative systems
- encourages professional development of staff

Enthusiastically develops and maintains outreach programs and policies

- serves as the primary spokesperson for the organization with assistance from the Board of Directors and relevant staff
- articulates the agency's vision to the public
- executes a successful marketing plan that fosters community support

--continues to build strong relationships with the State Refugee Office, faith communities, government officials and agencies, local businesses, civic groups and the media.

Effectively works with the Board of Directors to ensure that IRM is meeting its strategic goals.

- provides analysis related to progress and suggests new strategies when appropriate
- demonstrates a working knowledge of developments in the field
- maintains effective communication with the Board and Bishop
- advises the Board on the organization's operation, implements policies and attends Board meetings
- apprises the Board of public response to IRM

What attributes and experiences are the right fit? Ideally, the Executive Director will:

- have significant nonprofit leadership or comparable experience
- demonstrated experience working with and providing services to refugee communities
- be motivated, self-directed and an independent problem solver
- be a proactive decision maker
- promote a collaborative environment
- possess excellent fundraising skills
- have an established record of sound judgement
- demonstrate strong administrative skills with an emphasis on effective team building
- be a passionate advocate for IRM and its clients
- have experience working with stakeholders including elected officials, community members, and partner organizations

What salary/benefits does IRM offer?

- \$55,000- \$60,000 annual salary, commensurate with experience
- health insurance
- paid time off
- retirement plan
- paid travel

Do you think you might be the right person to serve as Interfaith Refugee Ministry's Executive Director?

Are you committed to strengthening our community through the empowerment of its newest members? If so, we are eager to speak with you! To apply, please send your cover letter, resume, salary requirements, and professional references to irmboard@helpingrefugees.org no later than September 1, 2024. Background check and proof of COVID vaccination required.

Interfaith Refugee Ministry is an Equal Opportunity Employer that provides equal employment opportunities without regard to race, color, ethnicity, religion, sex, sexual orientation, gender identity, national origin, disability statutes, age or genetic information.