



Position: Executive Director
Reports to: RFC Board of Directors
Location: RFC National Office, Chicago, IL
Travel: National/International as required

Position Summary:

The Executive Director is the chief operating officer and ordinary administrator of the Religious Formation Conference (RFC). The RFC staff, whose composition the Executive Director determines in consultation with the RFC Board of Directors, assists the Executive Director.

RFC Mission and Strategy – Works with the RFC Board and Staff to ensure that the mission is fulfilled through programs, strategic planning, and collaborative outreach.

- Responsible for the oversight of all RFC programs that carry out the RFC mission.
- Responsible for strategic planning to ensure that the RFC can successfully fulfill its mission.
- Responsible for the enhancement of the RFC’s image and identity by being active and visible with other organizations that serve religious life.

RFC Board Governance – Works with the RFC Executive Committee and Board to fulfill the RFC mission.

- Responsible for leading and directing the RFC in a manner that supports and advances the RFC’s mission.
- Responsible for working with the RFC Board and its standing and ad hoc committees to ensure responsible decision and policy making.
- Responsible for communicating effectively with the RFC Board and providing, in a timely manner, all information necessary for the Board to function properly and to make informed decisions.
- Responsible for the fiscal integrity of the RFC, to include submission to the RFC Board a proposed annual budget and regular financial statements, which accurately reflect the financial condition of the RFC.
- Responsible for ensuring the archiving of all official records of the RFC Board and Corporation.



RFC Operations – Oversees and implements appropriate human, material, and financial resources to ensure that the operations of the RFC are fully active.

- Responsible for the hiring, supervision, and appraisal of competent and qualified staff.
- Responsible for employment and administrative policies and procedures that guide all functions of the RFC.
- Responsible for signing all notes, contracts/agreements, and other instruments made and entered into and on behalf of the organization.
- Responsible for the research and cultivation of relationships with foundations who support religious life.
- Responsible for the preparation, implementation, and reporting of all grants awarded to the RFC.
- Responsible for fostering relationships with donors through the annual appeal process and Congress sponsorships.

RFC Public Relations – Works to promote and amplify the mission of the RFC.

- Responsible for serving as the primary spokesperson for the RFC membership, media, and general public as appropriate.
- Responsible for serving as the official representative of RFC in all local, national, and international gatherings of organizations serving religious life
- Responsible for identifying and initiating conversations and opportunities that promote collaboration and cooperation between and among organizations that promote and support religious life.
- Works with RFC Member Areas by supporting their programs and gatherings through attendance when possible.

Education:

Master's level in theology or equivalent

Experience:

Member of a Religious Congregation

Experience with formation, leadership, programming, and finances