



Director of FaithWorks Program

The Conference of Churches

224 Farmington Avenue
Hartford, CT 06105
www.conferenceofchurches.org

Background: The Conference of Churches is a 108 year old faith-based not-for-profit corporation with a mission to "achieve social justice for all people through faith-based leadership, education, advocacy and partnerships." Through the engagement of our volunteer network, we empower leaders to, "be the change they want to see in the world."

Summary of Duties: The FaithWorks Program Director is responsible for the successful execution of the FaithWorks suite of programs and initiatives to include: The FaithWorks Institute, FaithWorks Summits and FaithWorks Technical Assistance. This includes but is not limited to recruitment and management of volunteer technical assistance coaches, recruitment and assessment of partnership agencies, development of training curriculum and presentations, program public relations and development. Through the strategic direction of the President & CEO, the successful candidate will create training options that meet the needs of partner agencies while ensuring the highest possible impact and measurable increased organization capacity for community economic recovery.

Duties & responsibilities:

- Serve as the responsible party for the FaithWorks program.
- Work in collaboration with technical assistance coaches and consultants on an ongoing basis to increase the capacity of faith-based and non-profit partner organizations with budgets below \$500,000 per year.
- Develop high quality consultation resources and infrastructure to build the capacity of partner agencies to effectively leverage existing resources.
- Lead planning and execution of two annual conferences and week-long training institute for all partner agencies. Ensure training events meet defined strategic knowledge and skill development objectives and monitor for partner agency implementation following the training.
- Direct the execution and oversight of all FaithWorks programs including estimating costs, monitoring expenses, resource use development, grant management and analyzing trends for future financial requirements.
- Manage evaluation process to assure program effectiveness and integrate evaluation results into future programming, partnership and oversight.
- Manage development of E-Learning Website. Assist in research and development of training modules, engage non-profit organizations in using site and measure impact.
- Manage and execute program marketing and public relations utilizing social media tools to include YouTube, Twitter, Facebook, Linked-in and Constant Contact to name a few. Serve as podcast producer and talent. Coordinate Webinars and community conference calls.
- Present FaithWorks Program to media, at community meetings, academic and other venues as appropriate in an effort to position the program on statewide level.

Qualifications and Education:

- Management experience with a minimum of 5-10 years of relevant experience.
- At least 5 years experience in Public Relations, Communications role.
- At least 3 years experience with grant-writing/fund development.
- Demonstrated experience and refined skills in facilitation and training, program structure and design, public speaking, and group process/meeting planning.
- Experience and success in funder relationships over multiple years.
- Strong communication skills—excellent writer, active listener and creative and compelling synthesis skills.
- Superior relationship management, organizational skills, ability to multitask and attention to details.
- Strong financial aptitude and experience working with and managing budgets, establishing policies and implementing controls in a resource constrained environment.
- Strong commitment to professional standards.
- Superior skills in cultural competence and proven track record working with diverse faith communities and grass roots organizations.

Salary: Salary commensurate with experience, with excellent benefits package.

Send cover letter and resume by e-mail to:

jantao@conferenceofchurches.org (please include job title in the subject line)

or mail to: John Antao

The Conference of Churches -- 224 Farmington Avenue

Hartford, CT 06105

www.conferenceofchurches.org

No phone calls please.