



FOR A MORE JUST, PEACEFUL AND SUSTAINABLE WORLD

### ***Executive Director***

#### **Job Description**

The Parliament of the World's Religions was created in 1893 to cultivate harmony among the world's religious and spiritual communities and foster their engagement with the world and its guiding institutions in order to achieve a just, peaceful and sustainable world. The 1893 Parliament is recognized as the birth of formal interreligious dialogue worldwide.

[www.parliamentofreligions.org](http://www.parliamentofreligions.org)

The Board of Trustees is seeking a person who shares their belief that “Religious and spiritual communities can live in harmony and contribute to a better world from their riches of wisdom and compassion,” and has a demonstrated record of effective and good relations with the world’s religious communities.

The Executive Director (ED) of the Parliament of the World’s Religions (PWR) has the opportunity to work with the Board of Trustees, committed staff and seasoned volunteers to deepen and expand the success of PWR. The ED will ensure organizational and management excellence and financial integrity of the PWR through well-developed strategic thinking, planning, and implementation that promote vision, mission, policy and programs for the PWR.

The ED is responsible to the Board of Trustees (Board) and to partnering with the Board, which is committed to enabling the ED to lead the organization in dynamic and visionary ways. The ED’s performance is reviewed annually by the Human Resource Committee. All senior staff report to the ED.

#### **Duties of the Executive Director**

##### **1. Leadership and Management**

- a. Brings to life the PWR’s mission and vision in all opportunities, decisions, and actions.
- b. Encourages the healthy operations and administration of the Board by regularly advising and informing the Board, interfacing between the Board and staff, and promoting a culture of transparency and collaboration with the Board.
- c. Assists in developing, maintaining and supporting a strong Board alongside the Board’s Chair and additional officers.
- d. Recruits, employs, leads, develops and retains a high performing senior management team.
- e. Manages effectively the human resources of the organization according to authorized personnel policies and procedures that fully conform to current laws and regulations.
- f. Fosters a collaborative style of leadership among senior staff members through regular and organizational evaluation and consistent strategic thinking about the future of the organization. Skillfully leads and manages the staff to establish their work priorities and specific goals.
- g. Oversees and refines a comprehensive relational backend database of the PWR, including participants, donors, subscribers, attendees of webinars and other programs,

partners, etc. with a subscribed donor management system.

- h. Leads the organization in nurturing current and new collaborative relations and projects with other global religious organizations for the realization of our common vision and mission of justice, peace and sustainability.

## **2. Fundraising**

- a. Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, developing relationships with them, submitting proposals and administrating fundraising records and documentation.
- b. Refines an effective Financial Advancement Program for the PWR, including annual giving, major gifts and endowment funds.
- c. Creates sustainable streams of revenue to provide for a vibrant, core staff.
- d. Raises sufficient funding for PWR events and other approved program areas.
- e. Acquires funds for debt retirement and a prudent PWR reserve.

## **3. Program**

- a. Supervises all PWR programing, including design, marketing, promotion, delivery and quality of programs, products and services.
- b. Ensures that a surplus is generated by prudently managing all program expenses so that programs are properly funded in between PWR international and regional events.
- c. Oversees the implementation of strategies and processes for the Parliament's programming activities and events.
- d. Implements with Board assistance and approval, the programmatic tasks related to the PWR international and regional events, including:
  - I. The site selection process.
  - II. Collaborative development of the theme and sub theme.
  - III. Identification and recruitment of key speakers.
- e. Initiates the process for soliciting, receiving and acting on program proposals in consultation with Trustees and the Programmatic Areas Committee.
- f. Implements the program.
- g. Negotiates contracts and memoranda of understating (MOUs) with partner organizations including host cities committees.
- h. Implements and oversees the measurement of the success of the Parliament's contribution to a just, peaceful and sustainable world.

## **4. Planning**

- a. Establishes a comprehensive annual PWR plan for Board approval. Seeks input from PWR constituents expressing the mission and vision of the organization.
- b. Executes all approved plans.
- c. Reports quarterly to the Board on the approved plan.

## **5. Communication**

- a. Serves along with Board Chair, as chief spokespersons for the PWR.
- b. Develops and maintains a high performing Director of Communications.
- c. Ensures that the PWR voice is present in strategically significant interreligious venues.
- d. Oversees the development and maintenance of communications systems using a variety of media formats to keep local, national and global constituencies informed and

engaged.

- e. Cultivates a respected professional relationship with the secular and religious press in the US and in other parts of the world.
- f. Determines that marketing and public relations operations are effectively managed to realize the PWR's mission and strategic goals.

**6. Finance**

- a. Recommends yearly budget for Board approval and prudently manage organization's resources within those budget guidelines according to current laws and regulations.
- b. Coordinates the development and maintenance of the functions of budgeting, accounting, payables, receivables and gift acknowledgement efficiently, accurately and transparently.
- c. Ensures that all financial records are secured according to accepted accounting practices.
- d. Sets up regular protocols with the Finance Committee to insure Board participation in financial management.
- e. Submits monthly, quarterly and annual financial reports to the Board, as directed by the Finance Committee, that are in compliance with Generally Accepted Accounting Principles (GAAP).

**7. Volunteer Management**

- a. Creates appropriate protocols to recruit, monitor, manage and retain volunteer resources for the PWR.

The Board of Trustees of PWR thank you for your interest in our organization and this position.

**To apply, please respond the following way via email:**

- In the Subject line of the email put your Last name and PWR.
- Email in separate word documents, your resume and a cover letter to [candidate@janssen-recruiting.com](mailto:candidate@janssen-recruiting.com)
- Include your LinkedIn profile URL.
- Applications will be accepted until October 1, 2018.

Your candidacy will be held in the strictest confidence.

**By applying for this position, you agree that you have read the Job Announcement and this notice:** All applicants will be considered. Only those whose skills and experience most closely fit the requirements will be contacted. If you do not hear from us, we will keep your resume on file. We will not release your resume or contact information without your permission. Thank you.

Janssen & Associates Recruiting.  
[www.janssenrecruiting.com](http://www.janssenrecruiting.com)

