



The Central Maryland Ecumenical Council

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Executive Director Job Description

Note: This document contains more administrative functions than an Executive Director would have under better circumstances; when funds become available a part time administrator shall be employed to assist. In the interim, board members will continue to help with those duties. These duties are marked with an asterisk (*).

Position: Half Time

Salary: \$20,000.00

Purpose: To perform duties, functions and management oversight necessary to carry out the mission of the Central Maryland Ecumenical Council in accordance with the directives of the CMEC Board of Directors and to provide staff services for the Ecumenical Leaders' Group (ELG).

(Please see the CMEC website for the Mission Statement and lists of programs and events, www.cmecouncil.org.)

The Executive Director (ED) reports to the President of the Board of Directors, and is subject to annual review by the President of the board and a representative from the Ecumenical Leader's Group.

The Responsibilities to the:

Board of Directors

- Report to the President and Executive Committee of the CMEC Board regarding CMEC matters,
- Convene the Board at the request of its President and/or Executive Committee,
- Assist the Executive Committee in developing agendas for the meetings of the board,
- Oversee administrative and staff functions required by the board,
- Publish and disseminate the CMEC Roster, and *
- Develop and publish CMEC dates/times and programs. *
- Develop relationships with congregations across the state

Ecumenical Leaders Group

- Report to the Chair of the ELG regarding ELG matters,
- Develop, administer, and manage projects identified by the ELG
- Convene the ELG at the request of its Chair on behalf of its members,
- Keep ELG Meeting minutes and distribute them to its members, *
- Assist the Chair in developing agendas for the meetings of the ELG,
- Provide administrative and staff functions as required by the ELG,
- Publish and disseminate the ELG Roster, *
- Publish ELG dates/times. *
- Suggest ways to the ELG that will increase their effectiveness,
- Develop and maintain effective relationships with the office of the Governor and the Mayor of Baltimore and normally arrange annual meetings as requested by either the ELG or political leaders.

Programming

- Assist in the development of programming for the CMEC and the ELG,
- Report to the Board of Directors on the status and progress of all programs.

Administrative

- Responsible for all administrative functions necessary to maintain an effective and professional workplace, *
- Oversee the work of CMEC staff and consultants,
- Responsible for reporting for grants, donations, and other matters that may be a requirement of the foundation/donor

Development

- Maintain development databases and donor records, *
- Assist with donor communications, acknowledging gifts, and *
- Work to expand the membership and donor base of the organization.
- Develop relationships with ecumenical (Christian) groups throughout the state
- Develop partnerships with other faith groups throughout the state

Financial

- Work with the Bookkeeper and Treasurer to maintain accountability of CMEC finances

Communications

- Responsible for primary communications of the organization with the members of the Board of Directors and the ELG
- Responsible for maintaining positive communications with CMEC's affiliate groups; such as the Baltimore Jewish Council, and the Maryland Muslim Council
- Responsible for media relations regarding CMEC and ELG events

- Responsible for oversight of the CMEC Media Consultant, with focus on website content, Facebook and the monthly eNewsletter – Voyager
- Annually gather denominational communications staff to promote interaction and share communication efforts.

Events

- Shall provide staff services and organize volunteers for CMEC and ELG events (e.g., Week of Prayer Service, Thanksgiving Breakfast, Spring Awards Fundraiser, Rallies, Press Conferences),
- Shall report to the Board of Directors regarding these events,
- Responsible for notification/invitation of awardees, honored guests, guest speakers, and dignitaries,
- Responsible for ensuring food/catering and other needs of an event is provided when required *
- Responsible for all other requirements for a successful event as needed

Salary is for a half time position, \$20,000 annually
Health care expense is prorated for part time work.

Minimum Qualifications

- A Bachelor's Degree or 10 years experience in interfaith and community work
- Current membership in a congregation that is a member denomination of the CMEC
- Familiarity with religious communities in general
- The ability to work with representatives of other faiths
- Program, financial & organizational management experience
- Basic computer skills including e-mail, Microsoft Word, Excel, PowerPoint, and Publisher
- Experience with program and organizational development is preferred.

Please send applications via email to:
cmecouncilsearch@gmail.com

Subject Line: Attention: Fred Weimert

Deadline is February 20, 2012