

InterFaith Alliance of the Southwest Executive Director Role Description

Position Summary:

The Executive Director (ED) serves as the chief executive of the InterFaith Alliance of the Southwest (IFASW), a 501(c)(3) nonprofit organization dedicated to fostering interfaith dialogue, mutual respect, and community service in the border region. The ED is responsible for advancing IFASW's mission, overseeing daily operations, and working in close collaboration with the IFASW Council, Affiliates, and the broader community.

Key Responsibilities:

Organizational Leadership & Strategic Planning

- Lead the implementation of IFASW's mission and strategic vision, in alignment with the bylaws.
- Work closely with the IFASW Council, Associations, and community partners to develop programs and initiatives.
- Facilitate collaboration among diverse faith communities and community organizations.
- Ensure IFASW's compliance with all legal and financial obligations as a nonprofit entity.

Council & Governance Support

- Serve as a liaison between the IFASW Council, Associations and Organizing Teams, providing necessary support for Council meetings and initiatives.
- Support the Council in implementing policies, coordinating meetings, and maintaining accurate records in conjunction with the Secretary.
- Collaborate with the Financial Team to develop and present financial reports and budgets.

Community Engagement & Program Development

- Oversee faith leader and community gatherings, city-wide interfaith events, youth service programs, and educational events.
- Represent and advocate for IFASW in the community
- Develop partnerships with local faith communities, nonprofits, and educational institutions.

Fundraising & Financial Management

- Support efforts to develop and secure financial resources, including grants, sponsorships, and donations, to ensure the continued growth and sustainability of IFASW.
- Oversee IFASW's budget, financial planning, and fundraising efforts in partnership with the Council.
- Ensure transparency and responsible stewardship of funds, in accordance with nonprofit best practices.

Operational & Administrative Oversight

- Supervise and support volunteers, and organizing teams.
- Oversee communication strategies, including website updates, social media, and newsletters.
- Ensure that all meetings and organizational activities adhere to IFASW's consensus-based decision-making model.

Qualifications & Skills:

- Demonstrated commitment to interfaith dialogue, diversity, and community service.
- Experience in nonprofit leadership, faith-based organizations, or community organizing.
- Strong leadership, communication, and relationship-building skills.
- Ability to work with diverse religious traditions and cultural perspectives.
- Experience in oversight of fundraising, grant writing, and financial management.
- Familiarity with governance structures, including working with a council.
- Bachelor's degree in a related field (theology, nonprofit management, interreligious studies, or equivalent experience).