

Job Description: Executive Director

Position Title: Executive Director (Part-Time)

Organization: EquaSion

Location: Cincinnati, Ohio

Reports To: Board of Directors

About EquaSion: EquaSion is a nonpartisan civic organization founded upon interfaith dialogue. We work to develop educational and community service programming to foster greater understanding, respect, compassion, inclusion, and engagement for all people and faith communities in Greater Cincinnati and beyond. EquaSion's signature program is the Festival of Faiths, a celebration of the religious diversity in our community.

Position Summary: EquaSion is seeking a dynamic and visionary leader to serve as its part-time Executive Director. The Executive Director will be responsible for overseeing the administration, programs, and strategic planning of the organization. Key duties include program development and management, fundraising and financial management, marketing, and community engagement and advocacy, and volunteer management. The position reports directly to the Board of Directors.

Key Responsibilities:

- **Leadership and Management:**

- Provide strategic direction and leadership to the organization..
- Oversee day-to-day operations, ensuring efficient and effective management of resources.
- Collaborate with the Board of Directors to develop and execute the organization's strategic plan.
- Direct and guide other professionals providing services to EquaSion.

- **Fundraising and Financial Management:**

- Develop and implement fundraising strategies to secure financial support from individuals, foundations, and corporations.
- Prepare and manage the annual budget, ensuring financial stability and accountability.
- Maintain accurate financial records and provide regular reports to the Board of Directors.

- **Community Engagement and Advocacy:**

- Build and strengthen relationships with community partners, stakeholders, and faith-based organizations.
- Represent the organization at public events, meetings, and in the media to promote its mission and programs.
- Advocate for social justice, equity, and inclusion in our community.

- **Program Development and Evaluation:**

- Working with stakeholders, design and implement programs that address social justice issues and promote diversity and inclusion, while generating funding in alignment with meeting community needs.
- Coordinate evaluation efforts with stakeholders, community and funding entities, making adjustments as needed to achieve desired outcomes.
- Prepare reports and presentations on program activities and impact for the Board of Directors and funders.

- **Volunteer Management:**

- Recruit, train, and manage volunteers to support the organization's programs and initiatives.
- Foster a positive and inclusive volunteer culture that aligns with the organization's values.

Qualifications:

- Proven experience in nonprofit leadership, management, and fundraising, including grant writing.
- Strong commitment to social justice, equity, inclusion, and diversity.
- Excellent communication, interpersonal, and public speaking skills.
- Ability to embrace and manage change.
- Ability to work independently and collaboratively with diverse groups.
- Experience in program development, implementation, and evaluation.
- Financial management skills, including budgeting and financial reporting.
- Bachelor's degree in a related field.

Compensation:

- This is a part-time position with a salary commensurate with experience.

3

Application Process: Interested candidates should submit a resume and cover letter to Michael Hawkins, Board President, hawkeyeuk47@gmail.com.